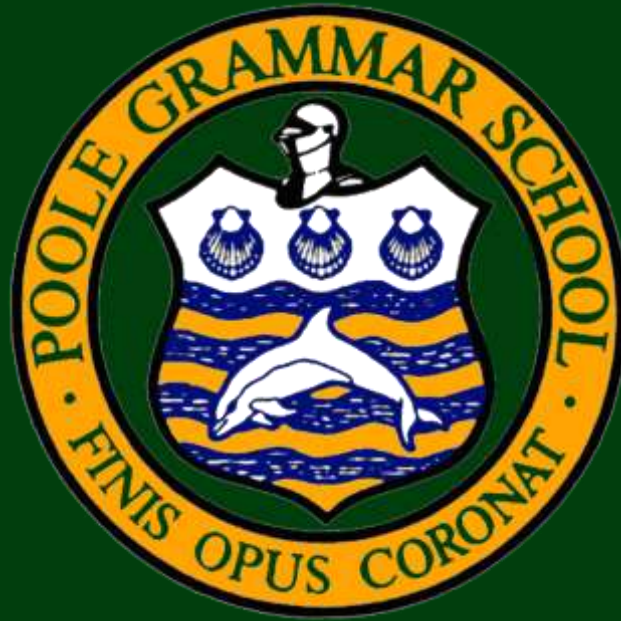


Poole Grammar School



Year 13
Sixth Form
Welcome Back
pack
September 2019

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Welcome from the Headteacher



Mr Baker
Headteacher

Dear Year 13 student,

I hope that you had a refreshing and productive summer.

Year 13 is a critical year in your education and the effort that you put in over the coming months will pay dividends in terms of the grades that you will achieve in your A-levels. The better the grades that you gain, the more choices you will have in terms of university places, jobs or higher apprenticeship positions. You should ensure that you are spending between 35 and 40 hours a week (including lesson time) on your studies to ensure that you meet your full potential.

However, Sixth Form life is not just about academic achievement – the student leadership, enrichment and games/sport opportunities that you have at Poole Grammar School will provide you with important skills such as working with others, problem solving, communication and leading others. We all hope that you make the most of the opportunities that you are offered and, most importantly, have fun whilst in your final year at Poole Grammar School.

As you will know by now, the Sixth Form team is made up of:



Mr E. C. Gibbs
Head of Year 13



Mr D. T. Stickney
Head of Year 12



Mrs C. L. Collins
Administrator

Your Head of Year once again is Mr E.C. Gibbs.

Your tutor should be your first port of call if you need help, guidance or support. If you can't find your tutor then Mr Gibbs can help, as can Mr Stickney.

The Sixth Form Administrator is Mrs Collins, she can be found in the Sixth Form office, which is on the Admin Corridor, and is contacted via main reception or on the phone (extension 271) or by email (collinsc@poolegrammar.com). Documents can be left for Mrs Collins or Mr Gibbs in the tray at main reception.

Have a productive, successful and enjoyable Year 13.

A handwritten signature in black ink, appearing to read 'A. J. Baker'.

Mr A. J. Baker
Headteacher

Key dates 2019-20

Autumn term 2019

Wednesday 4th September **First day of term**

Normal timetable starts from lesson 3

Friday 13th September **Early UCAS applications complete**

Friday 20th September – **Parkstone Grammar CPD Day** – Students who normally have lessons at Parkstone to study at Poole Grammar School

Thursday 17th October **Prize Presentation Evening**

Friday 25th October **PGS & Parkstone CPD day – school closed**

Monday 28th to Friday 1st November **Half term holiday**

Thursday 21st November **Parkstone Yr 13 consultation evening**

Tuesday 3rd December **Year 13 consultation evening**

Friday 20th December **End of term 12-30pm**

Friday 20th December **Parkstone Grammar CPD Day** – Students who normally have lessons at Parkstone to study at Poole Grammar School AM

Spring term 2020

Monday 6th January **Term starts**

Monday 6th January – **Parkstone Grammar CPD Day** – Students who normally have lessons at Parkstone to study at Poole Grammar School

Monday 13th to Friday 17th January **Mock examinations** (TBC)

Monday 17th to Friday 21st February **Half term holiday**

Friday 3rd April **End of term 3-30pm**

Summer term 2020

Monday 20th April **PGS & Parkstone CPD day – school closed**

Tuesday 21st April **Term starts**

Friday 15th May **Study leave starts lesson 2**

Thursday 13th August **A-level examination results**



Graduation evening for ex-Year 13 students, parents/carers & staff

Life in the Sixth Form

Attendance:

Attendance and punctuality

Attendance at all parts of a students' Sixth Form programme is compulsory. This includes tutor time, games/sport and enrichment. Punctuality is also expected for all timetabled sessions. **Students should be on the school site from 8:30am to 3:30pm unless they have been granted a midday exeat or home study (and then can only be off site for their designated home study lessons).**

The following process should be followed to authorise absences:

Type of absence	Process to be followed
Foreseen absences e.g. medical and dental appointments, family specific reasons (weddings and funerals of close relatives etc.), open days or interviews for university, interviews for jobs or apprenticeships and driving tests.	Download the Sixth Form HE visit / absence request form from the school intranet site. Fill the form in and attach it to evidence (e.g. copy of appointment card/letter, or, in the case of family specific reasons, a signed note by the student's parent/carer). This form should be completed and hand in at least 2 working days before the absence.
Unforeseen absences e.g. illness or accident	The parent / carer should contact the school via email (using the primary email supplied to the school and held on the school's system) or telephone on each and every day of absence by 9am at the latest.


Please note that Poole Grammar School is happy to adjust attendance and punctuality requirements for students with medium to longer term physical or mental health problems, but the school would need to be provided by a letter from the student's GP/healthcare professional recommending adaptation to the school's attendance and punctuality criteria.

If the above processes are not followed then the absence will remain on the student's attendance record as unauthorised. The school is asked for attendance and punctuality data as part of references provided for students.


Unauthorised absences and poor punctuality will be dealt with using the following process:

Attendance and punctuality intervention system 2019-20

Stage 1 - If a student has 2 or more unauthorised absences or late marks in any 2 weeks of a half term attendance reporting period, or has amassed 5% or more cumulative unauthorised absences in a half term attendance reporting period, then the student will be placed on to stage 1 of the Sixth Form attendance and punctuality intervention system by their tutor. A letter will be sent to the student and the student's parent/carer via email where possible (or posted home) and the student will be given a lunchtime detention.



Stage 2 - If a student has 2 or more unauthorised absences or late marks in any subsequent week of the academic year after being placed on to stage 1, or has amassed 7.5% or more cumulative unauthorised absences, then the student will be placed on to stage 2 of the Sixth Form attendance and punctuality intervention system by their Head of Year. A meeting will be held with the Head of Year, the student and their parent/carer and the student will be given an after school detention. A follow-up letter will be sent to the student and the student's parent/carer via email where possible (or posted home).



Stage 3 - If a student has 2 or more unauthorised absences or late marks in any subsequent week of the academic year after being placed on to stage 2, or has amassed 10% or more cumulative unauthorised absences then the student will be placed on to stage 3 of the Sixth Form attendance and punctuality intervention system by the Deputy Headteacher who oversees Teaching, Learning and Behaviour. A meeting will be held with the Deputy Headteacher, the Head of Year, the student and their parent/carer and the student will be given another after school detention. A letter will be sent to the student and the student's parent/carer via email (or posted home). Further absences will lead to an intervention by the Headteacher.

Students will be removed from stage 1, or dropped down a stage if on stage 2 or stage 3, if they have a whole half term subsequent to the half term that they were placed on an intervention stage with no more than 2 or more unauthorised absences or late marks in any 2 weeks of a half term attendance reporting period or if their cumulative unauthorised absence level drops by 2.5%.

If they go back on to the intervention system they immediately go on to the stage one step higher than the previous stage that they were on.

Students on a stage of the Sixth Form attendance and punctuality intervention system will have home study privileges revoked.

Students with less than 80% attendance will be asked to pay for their examination entry fees.

Private study and home study lessons

As you are aware, in the Sixth Form, you will have non-timetabled lessons each cycle. These private study lessons should be used sensibly to carry out wider reading / research and to complete homework assignments. You may use any empty classroom, the Library, the study booths on the Street's mezzanine level, the Sixth Form Quiet Study room on the ground floor or, with teacher permission, any spare computer in a computer room during your private study lessons.

You should not misuse any school resources, including IT resources, or cause disruption to any other member of the school community during your private study lessons. Failure to use private study lessons properly will lead to the withdrawal of the privilege and the implementation of staff supervised private study sessions.

From the start of Year 13 students can fill in the appropriate form (available on the Sixth Form page on Moodle) and apply to their tutor have home study granted to them. Home study is when up to 5 private study lessons per cycle, plus any non-timetabled lesson 5 sessions, can be carried out at home. Students who are not meeting the Sixth Form behavioural expectations will not be eligible for home study. **Note: Students will only be granted home study if their lesson and overall attendance is above 95%. All Year 13 students must reapply.**

Students should not take any home study leave following an application until they have received a confirmation email from Mrs Collins advising that the Head of Year has approved this. Such periods will be marked in the register with an 'X'.

Progress:

Progress reports

You and your parent/carer will receive a progress report once every term, towards the end of the term. The progress report will state your target minimum grade (the minimum grade a student with your GCSE profile should get in their A-levels), current attainment grade and a number of attitudinal indicators focusing on aspects of your approach to your studies.

Work and academic progress

If you appear not to be making the levels of progress that you are capable of in terms of quality of work and/or you exhibit poor behaviour and attitude in lessons and/or you are not meeting deadlines, your subject teacher will implement an intervention according to the Sixth Form academic intervention procedure.

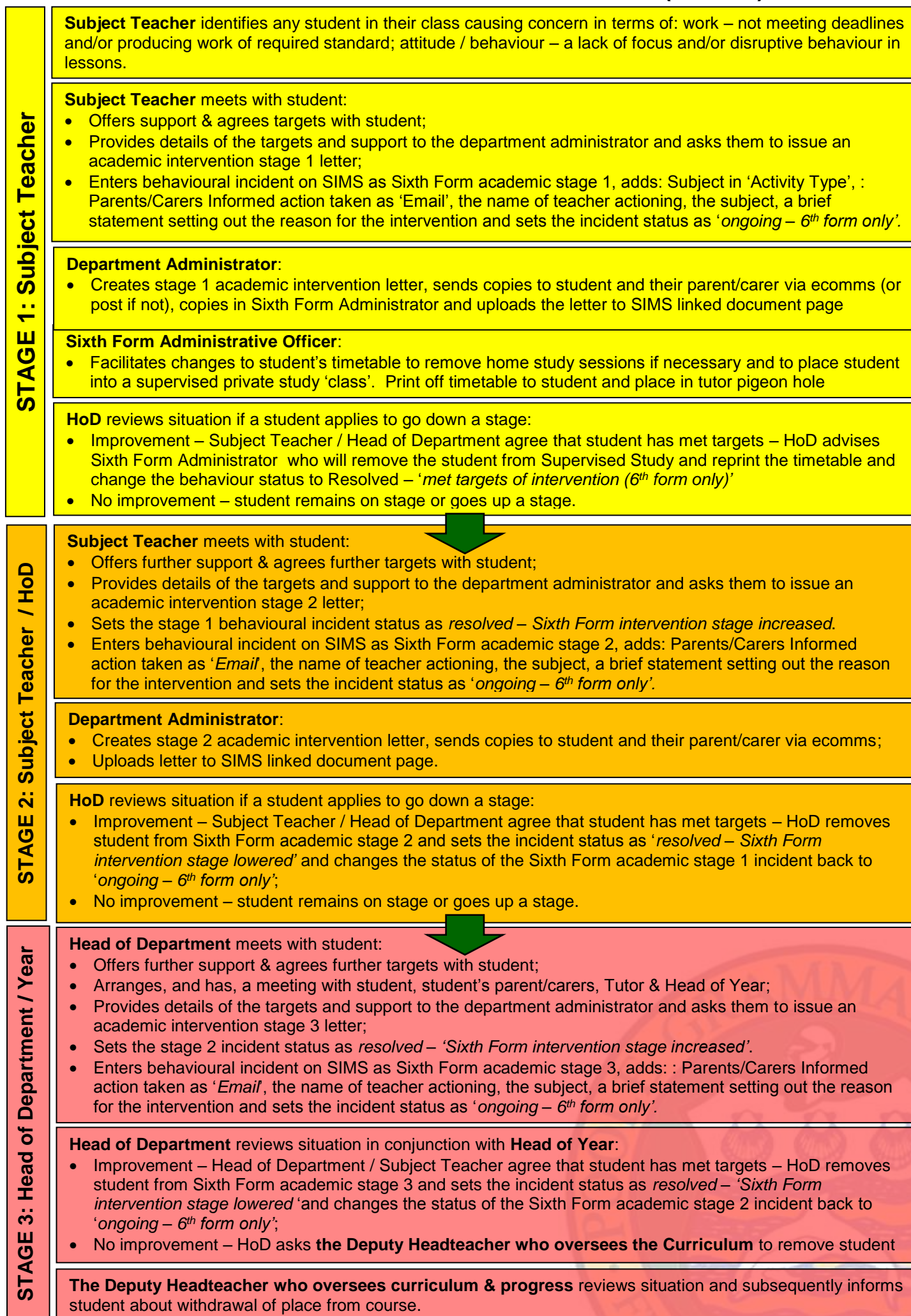
Academic interventions take the form of the agreement of targets for action and the provision of additional support.

The minimum standards for Sixth Form students' work is set out on page 9 and the Sixth Form academic intervention procedure is set out on page 10.

Minimum standards for Sixth Form students' written work

- Each piece of work should have a title and a date.
- Handwritten work should be written in pen, which must be black or blue in colour.
- Care must be taken to ensure that spelling, punctuation and grammar is checked and mistakes corrected before work is handed in.
- Diagrams, tables, drawings and graphs should be in pencil and a sharp pencil must be used.
- Straight lines in diagrams, tables and graphs should be drawn with a ruler.
- Diagram, table and graph labels should be written in pen, which must be black or blue in colour.
- Diagrams, tables, drawings and graphs should be at least half a page in size, unless the teacher or question specifies otherwise.
- There should be no doodling or graffiti on any work.
- Incorrect work should be crossed out neatly with a single line through work that should be ignored.
- Work completed on a computer when printed out should have the student's name and tutor group, along with the name of the teacher to whom the work is being submitted, as a header or a footer on each page.
- When handing in work completed on a computer a printout should be supplied to the teacher rather than an electronic copy emailed to the teacher, unless the teacher specifies otherwise.
- Worksheets, graphs drawn on graph paper, and other loose sheets must be securely glued into exercise books if used.
- Work should be filed chronologically by subject, sub-topic and/or teacher in a lever-arch file or ring binder. No work should be loose.
- Students should have the last half term's worth of notes and handouts with them in each lesson in a lever-arch file or ring binder.
- At the end of each half term students should ensure that all their notes / handouts for that half term are organised into a subject lever-arch file

Sixth form academic intervention flow chart (2019/20)



Student Behaviour:

Students in the Sixth Form have more freedoms than students in the Main School. However with these freedoms come responsibilities. The school's expectations for your behaviour are set out in the box on the next page. The home-school agreement can be found on page 15 of this booklet.

Expectations for Sixth Form students

Students in the Sixth Form at Poole Grammar School will...

- **recognise their responsibility as senior members of the school; setting a good example to Main School students and always acting in the spirit of the Sixth Form behavioural expectations.**
- **make studying their first priority, including carrying out wider reading and research, ensure that they are aware of the requirement of the specifications of each course that they are studying.**
- **treat Sixth Form study as if it were a full-time job, spending at least 35 hours a week on timetabled lessons and independent study, in particular making good use of private study and home study sessions.**
- **take responsibility for their own progress by self-assessing and target setting in consultation with their subject teachers and tutor.**
- **review their targets regularly and be proactive in seeking help from their tutor or subject teachers if they are experiencing difficulties.**
- **be courteous at all times and treat staff, other students and visitors to the school with respect.**
- **maintain full attendance, be punctual, organised and prepared for learning, meet all deadlines, informing teachers in advance of any foreseen absences and catching up on missed work.**
- **play a full part in the wider Sixth Form experience by positively engaging with induction activities, enrichment, games/sport, tutorials, PHSE, school student leadership and student voice activities.**
- **foster a sense of community in the Sixth Form by respecting the privileges that being a Sixth Form student brings, contributing to the smooth running of the School in general, supporting peers who are experiencing difficulties and not engaging in behaviour that others might find offensive or is harmful to people or property.**

Dress code and appearance

All members of the Sixth Form should abide by the Sixth Form dress code and school rules concerning student appearance. The code and rules concerning appearance also apply for Parkstone lessons. The code and rules are set out below.

Sixth Form dress code and rules for appearance

- **Students should wear clothes that come under the category of ‘smart business attire’.**
- **You must wear a shirt and tie, the shirt should have a collar and the tie should be clearly visible at all times.**
- **Shirts should always be tucked in, and top buttons always done up.**
- **Trousers should be appropriate for a place of work and not be denim or combats. They should full length and not a ‘skinny’ style or have any studs.**
- **Footwear should be formal black or brown shoes of leather or leather appearance. Suede shoes or trainers/sports shoes of leather or leather appearance are not allowed. Boots are not allowed nor are shoes with studs and steel tips.**
- **Jumpers and cardigans are allowed, but hooded tops of any sort are not allowed.**
- **Clothing should not bear studs, advertising or obtrusive slogans / images / motifs – no logo or image should be larger than fist sized.**
- **Sportswear is unacceptable at any time other than during games sessions.**
- **Outdoor garments should not be worn inside the school building.**
- **Jewellery is not permitted, except for unobtrusive rings and necklaces.**
- **No visible piercings or studs or tattoos are allowed.**
- **Hair, including facial hair, should be neat, natural in colour and styled in a relatively conservative manner (e.g. no less than grade 2 in length with no designs cut into the hair or hairline).**

This list is not exhaustive and final arbitration on the dress code and rules for appearance will be carried out by the Deputy Headteacher who oversees Teaching, Learning and Behaviour.

Sixth Form General Information:

Bulletin Messages (Sixth Form)

Your tutor will read out any messages for students on a Monday morning. These include academic as well as general messages. These are also uploaded to Moodle under <https://moodle.poolegrammar.com/mod/forum/discuss.php?d=4151>

Bursary (16-19 scheme)

The Government provides the school with some funds to help out students in financial need. If you would like to apply for a grant under the Government 16-19 Bursary scheme you should read the Bursary guidance, which is on page 23 of this pack, and fill in the form found on the Sixth Form pages of Moodle.

Enrichment, Games and Sport

Enrichment

All students are expected to enrol onto, and attend, at least one enrichment activity every week as part of their full time Sixth Form programme. Most enrichment activities are timetabled on Tuesday and Wednesdays during lesson 5 (2-30pm to 3-30pm). If you wish to carry out some community work in lieu of a timetabled enrichment activity (i.e. helping out with a local charity or community group) you must fill in the enrichment volunteering form found on the Sixth Form pages of Moodle to get permission from your Head of Year.

Games and sport

All students are expected to enrol onto, and attend, at least one games / sport activity as part of their full time Sixth Form programme. Games / Sports sessions take place on Tuesdays and Wednesdays during lesson 5 (2-30pm to 3-30pm).

Food and drink

The canteen is open for breakfast from 7-45am to 8-30am; snacks from 10-55am to 11-15am and lunch from 1-20pm to 2-20pm. The school operates a cashless catering system (see section on ParentPay and cashless catering below). Hot or cold food and drink can only be consumed in the canteen or 'The Street', where vending machines are also available. A kettle and microwave is available for student use in 'The Street' - these should be kept clean and not misused. Drinks should be finished at the end of break or lunch and not taken to a lesson.

Students are permitted to eat in the upper floor common room. Students are expected to return any crockery and cutlery to the canteen at the end of break or lunch. Please use the bins to dispose of litter. Students shouldn't take rucksacks into the canteen and should leave them in 'The Street' or Quiet Study area. **No food or drink, except water, is allowed to be consumed at any time on the lower Ashley Thorne Sixth Form Quiet Study room. Water is not to be consumed near computers.**

Information Communication Technology and mobile technology use (including laptops, tablets & phones)

Student use of Information Communication Technology (ICT) and mobile devices on the school site are subject to the school rules on the use of ICT facilities and mobile technologies (including laptops, tablets & smartphones). The school's rules on ICT facility and mobile technology use can be found on page 18 of this booklet.

Information management and data protection

All data pertaining to students and their parents/carers is subject to the school's fair processing of data notice, as required by the Data Protection Act (2018). This provides you with information on how to request access to the data held about you by different government bodies. The school's fair processing of data notice can be found on page 19 of this pack.

Midday exeat

Sixth Form students will be allowed to leave the school site during lunchtime (from 1-20pm to 2-30pm) unless their parent/carer has not given permission. The conditions for issuing a midday exeat are set out on page 21. Midday exeats may be revoked if the conditions of issue are broken.

Parent/Carer contributions and Gift Aid

With the continuing pressure on education funding, all schools now depend to a greater degree than ever on parents'/carers' voluntary annual contributions. For Poole Grammar School, we recommend an annual contribution of £50 for each year that your son studies at the school, but welcome additional donations from parents/carers who can, and wish to, contribute more. Contributions can be gift aided using the form on page 25.

Paid part-time employment

Paid part-time employment can help you become more independent and provide you with useful skills. However, too many hours spent in part-time employment will have a detrimental effect on your studies. Research has shown that any more than 10 hours of part-time employment a week will negatively affect your grades.

Smoking, e-cigarettes, narcotics and alcohol

Students are not allowed to smoke or vape (use e-cigarettes) anywhere on the school site and should not smoke or vape on the way to or from school or whilst off site during the school day (off site with a midday exeat or when in transit between Parkstone School and Poole Grammar School or when on a school trip). Such items will be confiscated.

Students are not allowed to be under the influence of illegal narcotics or alcohol while on the school site or on the way to or from school or whilst off site during the school day (off site with a midday exeat or when in transit between Parkstone School and Poole Grammar School or on a school trip).

Travel and transport

Students travelling to school by bike or car should ensure that they use the road sensibly, abiding by the Highway Code at all times. Cyclists should not ride their bike on the school site and should wear a helmet.

Student cars are not allowed on to the school site at any time. If using the public highways surrounding the school to park their motor vehicle, students should always park their vehicle in a considerate and safe manner.

Sixth Form students travelling on the public and private buses/coaches that serve the school should bear in mind that the school rules and Sixth Form student behavioural expectations apply to the journey to and from school as well as during the school day itself.

Parents/carers should not drive on to the school site to drop off or pick up students. Students are not permitted to drop off or pick up other students.

Students who intend to drive to school should provide Mrs Collins, Sixth Form Administrator, with up to date details of the car that they are using in case the school needs to contact a student urgently about their vehicle.

UCAS Predicted Grades

The predicted grade for a particular A-level subject will be based on a student's Y12 mock examination result. Where this result is less than the student's performance over the first two terms of Year 12 the predicted grade may be raised if the student's attainment in the second half of the summer term and at the beginning of the autumn term of Year 13 is consistently higher than the attainment seen in the mock examination.

Predicted grades will be fixed in the autumn term of Year 13. Teachers will not be able to alter predicted grades after **Friday 20th September 2019** for students applying for the early UCAS deadline (Courses at Cambridge or Oxford or dentistry, medicine, or veterinary medicine courses at any university) or **Friday 11th October 2019** for students applying for the later UCAS deadline. These final deadlines are in place to ensure consistency and fairness in the setting of predicted grades. The school has a good track record of predicting student A-level performance that ensures that our references are taken seriously by admissions tutors, thus maximising the likelihood of a student gaining an offer of a place.

Sixth Form teachers use their professional judgement and experience to weigh up all the evidence available to them when setting a student's predicted grade.

Students, parents and carers are respectfully requested not to put pressure on teachers to alter predicted grades.

University open day visits

Students wishing to attend a university open day during term time should, well in advance, fill in the Student Absence Authorisation request form that can be found on the Sixth Form page of Moodle, attach the evidence for the absence and return it to Mrs Collins, Sixth Form Administrator via the yellow tray located in reception.

Home - School agreement

Aims of Poole Grammar School

To:

- prepare students for a fulfilling adult life in a changing society where dreams and ideals are highly valued.
- promote and pursue excellence in a stimulating intellectual environment, helping all students to realise their full potential in academic, cultural, sporting, artistic and social development.
- develop in students tolerance, self-discipline, and respect, whilst at the same time nurturing increasing independence, intellectual curiosity and creativity.
- encourage respect for positive human achievement and an awareness of the contribution of individuals to the welfare and progress of humankind.
- support students in their spiritual development including an appropriate respect and tolerance regarding the religious and moral values of others.
- provide care and support for young people as they mature into adults, building on a partnership with the home, which promotes a healthy lifestyle.
- promote in students an understanding of interdependence in the school, local, national and world communities.
- promote in students integrity, honesty, humility and high levels of emotional intelligence.
- nurture an interest in the life-long pursuit of learning; providing a stimulating, rewarding and supportive environment for all who are employed within the school.
- raise achievement and participation in the subjects offered through Specialist and Trust school status for all.
- work with partner schools and the community to promote and enrich provision for learning, including cross-cultural dimensions through Specialist School and Trust activities.
- value the past traditions whilst embracing future challenges.

The Governors and staff will strive to meet the aims of the school for every student and in so doing make every effort to:

- care for your son's welfare and happiness.
- promote high standards of work and behaviour and stimulate a love of learning.
- help your son to reach his potential and achieve personal excellence in all that he does.
- develop your son's commitment and service to the school community and develop his capability of working successfully in collaboration with and leading others.
- provide information and support for his future career development.
- provide a balanced curriculum which meets both statutory requirements and the needs of your son.
- provide your son with opportunities and encouragement to develop and discover interests and talents beyond the academic curriculum.
- implement the school's homework policy with regular and appropriate tasks to continue learning beyond timetabled lessons.
- keep you and your son informed about assessments of effort, progress and targets for improvement.
- provide information about general school matters, events and successes.
- provide clear channels of communication for you about any concerns that may arise and supply a calendar to keep you informed.
- consider any suggestions for improvement.

Signed on behalf of the school:



A. J. Baker
BA MA NPQH **Headteacher**

Parents / carers of Sixth Form students

I / we will strive to support the aims of the school and in so doing make every effort to:

- support the school's rules and expectations for conduct, dress and appearance.
- support my son in meeting requirements for homework, including providing a suitable location for home-study and monitoring completion of work.
- ensure that paid part time employment does not prevent the appropriate level of out of school commitment to be given to school activities, both inside and outside the classroom.
- contact the school regarding any concerns or problems relating to my son's work, health, welfare or behaviour.
- discuss school progress reports and involvement in extra-curricular activities with my son
- attend parental consultation and information evenings.
- ensure that my son attends school unless unfit to do so.
- bring to the attention of the school any general concerns, issues or incidents for clarification and, if appropriate, action.
- ensure an appropriate balance between activities outside school and the time available for school work.
- support the school's rules for the use of ICT facilities, including email, the internet and mobile devices.
- support the school in its application of sanctions, (e.g. the Sixth Form attendance and punctuality intervention system and the Sixth Form academic intervention system), if necessary, in line with the school's behaviour management policy.

Sixth Form student

I will strive to support the aims of the school and in so doing make every effort to:

- achieve my personal best through listening carefully and using class time effectively and appropriately.
- ensure that outside activities, particularly part time paid employment do not adversely affect my progress or commitment to all school activities e.g. lessons, tutorials, PSHE, enrichment & sport/games.
- serve the school community and become a valued member of it, caring not only for myself but for the welfare of others and the reputation of the school.
- attend school when fit to do so.
- arrive calmly, punctually and correctly equipped for each lesson.
- record and complete homework assignments fully and on time.
- ask for help whenever I do not understand an assignment.
- seek help and advice from a member of staff if I am unhappy because of academic issues or in the way others treat me or due to matters outside school.
- keep the school rules and behave in a courteous and helpful manner throughout the school day and in any school activities.
- maintain a smart appearance in line with school regulations and be an ambassador for myself and the school.
- take care of the school environment, ensuring that all property – personal and communal – is respected and safeguarded.
- comply with the rules stated for the use of the ICT facilities including appropriate use of the internet, for example not using proxy servers nor accessing inappropriate sites.

Please note: this agreement will operate for the length of a student's membership of the sixth form unless superseded by a revised agreement within that time.

Rules for the use of ICT facilities and mobile technologies

Use of the ICT Facilities

Computer rules

- Students must not install, or attempt to install, programs of any type on a machine, or store programs on computers, without permission.
- Students must not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
- Students must not use the network for commercial purposes, e.g. buying or selling goods.
- Students must not disclose their password to others, or use passwords intended for the use of others.
- Students making use of the network must do so in a way that does not harass, harm, offend or insult others.
- Students are expected to respect and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people's work, or attempting to alter the settings of computers is not acceptable use of the equipment.

Internet rules

- Each student must access the internet for study purposes only or for school authorised/supervised activities.
- Students must not use the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene or abusive.
- Students are expected to respect ownership rights of people outside the school as well as students and staff. This includes abiding by copyright laws.
- Students must not give personal information such as their address or telephone number to those they contact through the internet.

Email rules

- This facility must be used for educational purposes only.
- Students must not give personal information such as their address or telephone number to anyone they contact through email.

Sanctions

- Violation of these rules may result in withdrawal of access to ICT resources and a charge for costs where relevant.
- Additional action may be taken by the school in line with existing practice regarding inappropriate behaviour. Serious violations may lead to exclusion.
- Where appropriate, the police may be involved or other legal action taken.

Use of Mobile Technologies (including tablets, laptops and mobile phones)

While mobile phones and the like have become very common, their possible use in the school context is very restricted and students are advised not to bring their phone/iPad unless they really need to (e.g. for safety reasons travelling to and from school). It should be the norm that phones are switched off during the school day.

The following procedures must be observed by all students:

- Where it is essential, students may make calls or check/send text messages at break or lunchtimes when they are or outside the building. Additionally, Sixth Form students may use their phones in the Sixth Form Centre.
- Misuse of such a device will result in its confiscation until the end of the day. If it is confiscated, a letter will be sent home to parents/carers. In the event of further misuse, the phone will be confiscated for a week.

Examples of misuse in school are:

- Disrupting a lesson, assembly or other school activity by the phone ringing/message alert sounding.
- Having the phone out in a lesson, unless specifically directed by a member of staff for an educational reason.
- Using the phone around school in a corridor, link block or the canteen at any time.
- Using the smartphone/tablet/laptop to play games or watch non-academic videos at any time.
- Using the camera on the phone, either to photograph/film someone or to show others the photos/videos already on the phone is strictly forbidden for safeguarding reasons.
- Mobile phones are not permitted in examination rooms. The school will take no responsibility for the phone in these circumstances, thus candidates in possession of phones will not be admitted to GCSE or A-level examinations.

Privacy notice: how we use student information - Data Protection Act (2018)

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or Department for Education (DfE). We use this personal data to:

- support our students' learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- comply with the law regarding data sharing.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We also seek parent/carer contact details and biometric details from students if this is their preferred method for accessing our cashless catering system. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to the Borough of Poole or the Youth Support Services in the area who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to young people aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Borough of Poole or Youth Support Services by informing the school. This right is transferred to the young person once he reaches the age of 16. For more information about services for young people, please go to our local authority website at www.poole.gov.uk.

We will not give information about our pupils to anyone without your consent (as indicated via the Student Information Form parents/guardians complete on entry to the school) unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son that we hold, please contact pgsoffice@poolegrammar.com in the first instance. We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018 and the General Data Protection Regulation 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention of use of the data.

For more information on how this sharing process works please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Our local authority at www.poole.gov.uk
- The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the DfE as follows:

Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT

Poole Grammar School complies with the General Data Protection Requirement (2018).

A handwritten signature in blue ink, appearing to read 'A. J. Baker', with a large, sweeping flourish underneath.

A. J. Baker BA MA NPQH

Headteacher

Midday exeat

Agreement of parent/carer:

I understand that my son will be allowed to leave the school premises during the midday break (ordinarily 1-20pm to 2-30pm, but 12-20pm to 1-20pm during the examination period).

Permission to leave the site will be subject to the following conditions:

- (a) he will at all times show every consideration to the general public and act only in ways which promote the school's good name;
- (b) he will not smoke or use e-cigarettes;
- (c) he will not enter licensed premises nor consume alcohol;

If applicable:

I agree to my son using the motorised transport that he uses for travel to and from school during the midday break and have checked that his Driving Licence, Certificate of Insurance and MOT certificate are in order.

- (d) he will inform the school of the registration number of the vehicle(s) he uses for travelling to and from school.

I undertake to accept responsibility for my son while he is off the school premises during the midday break and understand that permission to leave the site will be withdrawn should he fail to comply with the conditions above.

Your son will be issued with a midday exeat endorsement on his student ID card, which he may be asked to show to any member of staff.

If permission is not granted for your son to be issued with a midday exeat he will be expected to stay on the school premises from 8.30am – 3.30pm.

The school retains the right to revoke any midday exeats issued for breaches of behavioural expectations.

If you do not wish your son to be provided with a midday exeat, please contact Mrs Collins, Sixth Form Administrator, who will amend the school's records to show that your son does not have your permission to go off site at lunchtime.

16-19 Bursary

The Government has provided the school with some money to help 16 to 19 year old students in financial difficulty continue in full time education.

There are two types of bursary:

- a) Bursaries worth £1200 per academic year are available for 'vulnerable' students who meet one of the following criteria:
 - (i) Young people in care;
 - (ii) Care leavers;
 - (i) Young people in receipt of Income Support (or Universal Credit) in their own name;
 - (ii) Young people in receipt of Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Written evidence will be required to validate eligibility for the bursary (e.g. benefits documents or letters from the Local Authority Social Services department).

- b) Discretionary bursaries are available for students not meeting the 'vulnerable' criteria but, nevertheless, come from low income households. These bursaries are awarded to contribute to the costs related to participation in full-time education e.g. school meals, transport to and from school, books, equipment, fieldtrips and other course-related costs.

Written evidence will be required to validate eligibility for the bursary (e.g. benefits documents in the name of the parent/carer, tax credit statements or a P60).

Successful applicants will receive their 16-19 Bursary in instalments on a half-termly basis paid directly into the student's bank account. Payments will be dependent upon meeting the attendance, behaviour and progress/work targets set out within the 16-19 Bursary Fund contract.

Please read the guidance sheet outlining the application process. If, however, you require any further information please do not hesitate to contact me. Applications should be made on the appropriate form, available on the Sixth Form page of Moodle (the school intranet site), by the end of **Friday 20th September 2019**. If your family financial circumstances change during the course of the academic year then an application can be made at that point and will be considered in due course.

Yours faithfully,



Mr A J Baker
Headteacher

Guidance for parents/carers of 16-19 Bursary applicants

Context

The Government is committed to financially supporting full time students in the post-16 sector. In line with Government policy responsibility for the administration and distribution of 16-19 Bursary funds is devolved to the school. The scheme specified below follows Government guidelines, aims to be fair and transparent in its application and will require your son to have their own current bank account.

Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy ESFA residency criteria (full details on request). To continue to receive a bursary the student must satisfy the conditions set out in the 16-19 Bursary contract. All payments will be made via BACS transfer **only** to a student's bank account. No cash payments will be made.

Payments will normally be made in arrears for each half term, paid at the beginning of each half term provided that the student has met the criteria specified in the 16-19 bursary contract during the previous half term. Where the conditions of the contract have not been met the school may withhold payment.

There are three levels of 16-19 Bursary payment:

Level 3

This is for young people in care, care leavers, young people in receipt of Income Support (or Universal Credit) in their own name and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (or Personal Independence Payments). Written evidence proving eligibility with respect to one of these categories will be required.

Payment of £1200 per year – six equal payments of £200 paid in arrears at the beginning of each half term providing the above eligibility criteria have been met. Where the conditions of the contract have not been met the school may withhold payment.

Level 2

This is for those students in receipt of free school meals in Years 12 and/or 13 or those students eligible for receipt of free school meals in Years 12 and/or 13. If at any time your family circumstances change and you no longer meet the free school meal eligibility criteria, we require you to inform us so that payment can be adjusted/stopped.

Students apply for this fund for specific educational purposes (costs of transport, university visits, meals in school, books and equipment, educational trips). The Bursary panel will assess each claim and authorise payments up to the permitted maximum in each term. No student will receive more than £1050 in an academic year.

Payment of £1050 per year – for Year 12: six equal payments of £175 paid in arrears on the first day of each half term providing the above eligibility criteria have been met. Year 13 are paid 5 equal payments of £210. Where the conditions of the contract have not been met the school may withhold payment.

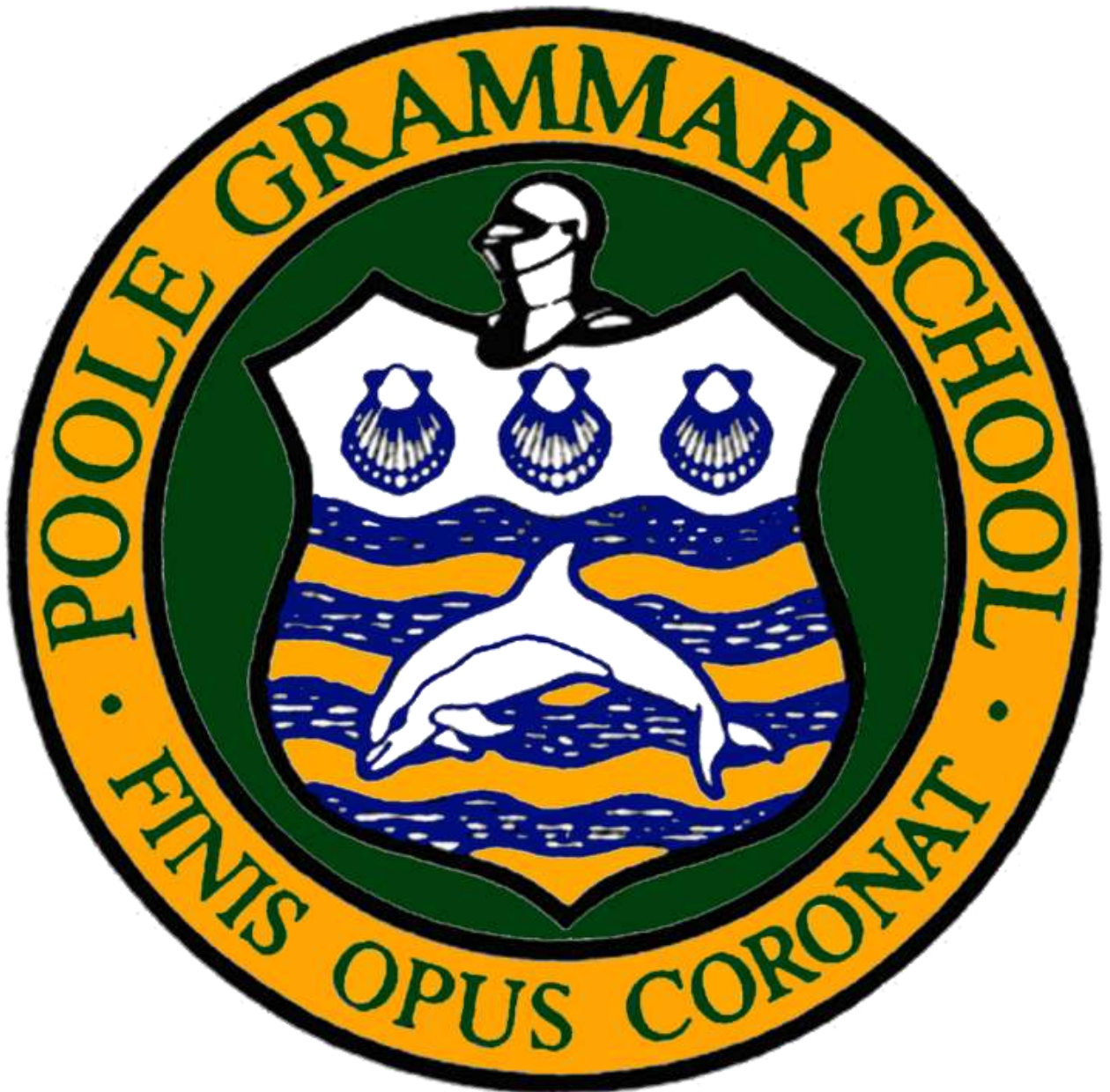
Level 1

Students who have an identifiable financial need (as certified by written evidence of family financial background e.g. a DWP benefit letter or a local authority letter proving eligibility for council tax benefit) and who do not fall into levels 2 or 3 above can apply for funds for specific educational purposes (see below). The Bursary panel will assess each claim and authorise payments up to the permitted maximum in each term. No student will normally receive more than £300 per year.

The process

Students should endeavour to apply for a bursary by **Friday 20th September 2019**. However, applications are welcome to be submitted throughout the academic year if family circumstances change. The Bursary panel will meet in October to consider applications and applications received after this date will be considered in due course during the half term in which the application is received. The panel consists of the Headteacher, Bursar, Finance Manager and the Sixth Form Administrative Officer.

Application forms and evidence should be submitted to the Headteacher via the Sixth Form Administrative Officer who has a tray in main reception where documents can be dropped off.



Gift Aid application

POOLE GRAMMAR SCHOOL AND POOLE GRAMMAR SCHOOL TRUST FUND

The Governors have suggested a parental contribution figure of £50 per annum per student. If circumstances prevent this level of gift, a lesser sum would be greatly appreciated. Equally if circumstances allow, a greater gift would be much appreciated.

Student Name:

Tutor Group:

Please tick **one** of the following:

I would like to pay by ParentPay (available to all)

I would like to pay by cheque and enclose a cheque made payable to Poole Grammar School

I am unable / do not wish to donate at this time

Gift Aid Declaration for present and future donations for Poole Grammar School and Poole Grammar School Trust Fund

giftaid it

Please treat as Gift Aid donations all qualifying gifts of money made after 1st June 2015:

I confirm I have paid, or will pay, an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Signed: Date:

Donor's Details

TITLE: Mr/Mrs/Miss/Ms/Dr etc.

FORENAME(S):

SURNAME:

ADDRESS:

.....

.....POSTCODE:.....

Please notify us if you want to: cancel this declaration; change your name or address; or no longer pay sufficient tax on your income or capital gains to qualify for gift aid. If you pay tax at the higher or additional rate and wish to receive the additional tax relief due to you, you must include all your gift aid donations on your self-assessment tax return or ask HMRC to adjust your tax code.

Please print off and complete this form and return it to: the Sixth Form Administrator via the box in Main Reception

Consent & acknowledgement sheet

Please read the **Poole Grammar School Year 13 Sixth Form Welcome Back Pack** and then delete the statements below as appropriate, providing a signature where applicable.

Student name:

Tutor Group:

Midday exeat

I / we give permission for my son to leave the school premises during the midday break and have read the conditions in the section entitled 'midday exeat'.

Home – school agreement

I / we have read and understood the Aims of Poole Grammar School and the Home-School Agreement section applicable to parents/carers.

Signed: parent / carer

Print name: parent / carer

Date: parent / carer

I have read and understood the Aims of Poole Grammar School and the Home-School Agreement section applicable to students.

Signed: student

Print name: student

Date: student

Sixth Form and School rules and procedures

I / we have read, and understood the information regarding life in the Sixth Form including the expectations for behaviour, the dress code & rules for appearance; the attendance & punctuality intervention system; the Sixth Form academic intervention system; the rules for use of ICT facilities & mobile technologies; the fair processing notice for the Data Protection Act (2018); the 16-19 Bursary Fund and Gift Aid.

Signed: parent / carer

Print name: parent / carer

Date: parent / carer

Signed: student

Print name: student

Date: student

Please print off, complete and return this form to the Sixth Form Administrator via the tray in Main Reception as soon as possible, and no later than 3-30pm on Friday 13th September 2019.

Student / Parent / carer contact details

Student name:

Tutor Group:

Year Group:

We would be grateful if you could provide / update / confirm the following contact details:

Student e-mail address:
(this should not be the student's school email address)

Student mobile phone number:

I am happy for the school to contact me on the above email address / mobile number to provide me with details of future events once I have left the school e.g. graduation evening and certificate afternoon **(please tick the box if you give your consent)**

If the student intends to drive to school please provide the following information:

This information will help the school quickly and easily identify the student owner of any vehicle that may be parked inconsiderate on local streets and subject to a complaint from a local resident/the Council/ the police.

Student car registration number:

Student car make / model / colour:

Primary parent/carers name:
(please use block capitals)

Primary parent/carers e-mail address:

Please tick the appropriate box:

I / we are happy for the above primary parent/carers email address to be used by Poole Grammar School for the purpose of sending me / us all school communications (including letters, reports and invitations) in an electronic format.

I / we are not happy for the above primary parent/carers email address to be used by Poole Grammar School for the purpose of sending me / us all school communications (including letters, reports and invitations) in an electronic format and would like to receive paper copies.

Primary parent/carers mobile phone number:



Please print off, complete, staple any loose sheets together and return this form to the Sixth Form Administrator via the tray in Main Reception as soon as possible, and no later than 3-30pm on Friday 13th September 2019.