

Year 12 Parents Information Evening Form Tutor Presentation



Form Tutor Welcome

Personal Introduction

The role of the form tutor:

- The first point of contact
- Registers students every morning in registration period
- Reviews behaviour and attendance on a fortnightly basis
- Monitors progress and participation in school life
- Plays a leading role in supporting UCAS applications



The School Day – Registration Period

The school day starts at 8.40 with the registration period in their designated form room.

After the register has been taken, a programme of 'bitesize' personal development activities will be completed.

These activities have been produced to provide our students with additional support, guidance and experiences that will help them develop as individuals and prepare for their future.

The registration period activities equate to 2 1/2 hours per fortnightly cycle and they play a leading role in our Personal, Social, Health and Economic (PSHE) provisions.



The School Day – Arriving Late

If students arrives at school after 8:45 they must sign in at reception.

- Students that arrive after 8:45 due to a valid reason will be marked as late and a note will be made on the system.
- Students that arrive after 8:45 without a valid reason will be marked as late and given a negative on Class Charts.

When a student signs in at reception they will be given a late card that they will show to their teachers throughout the day to prove that they have signed in.

Any negatives received for being late are dealt with as part of the school behaviour system.



The School Day – Absence

Absence from school should be the last resort. If a student is too ill to come to school a parent/ guardian must contact the attendance officer in the morning.

Appointments during the school day should be avoided where possible.

Holidays must not be taken during term time.

The student is responsible for catching up on all missed work following any absence.

Student absence is monitored frequently by the Attendance Officer and Sixth Form Team. Additional measures will be put in place if attendance falls below the school attendance threshold.



The School Day

The school day typically consists of 5 periods, a break and a lunchtime.

Every Sixth Form student has their own personal timetable and should attend all lessons.

In addition to the subjects studied, each student has been timetabled a set number of Private Study Periods that they must attend in the JCC workroom. This is a statutory requirement for students in full-time post-16 education.

Students are expected to remain on the site during their non-contact periods unless they are participating in constructive enrichment activities. Students that remain on site are expected to work in the School Library, JCC, ILA and SCR.



The School Day – Structure

Overview	Year 12	Year 13
08:30 – 08:40	Entry to school building via North Street Entrance	
08:40 – 09:00	Registration Period in form room	
09:00 – 10:00	Period 1	Period 1
10:00 – 10:20	Break A	Period 2
10:20 – 11:00	Period 2	
11:00 – 11:20		
11:20 – 12:20	Period 3	Period 3
12:20 – 13:15	Lunchtime (food available in JCC)	
13:15 – 14:15	Period 4	Period 4
14:15 – 15:15	Period 5	Period 5
15:15 – 16:15	Period 6 in JCC (for additional intervention/ students on support plans)	



The School Day – Dress Code

Heckmondwike Grammar School is a busy professional working and learning environment.

Students are expected to dress appropriately and professionally and be sensitive to the broad range of people that they may come into contact with each day.

The school community is culturally diverse and includes children as young as eleven, together with adults and visitors.

Sixth Form students are expected to dress sensitively, sensibly and in such a way as not to cause offence or distraction to any member of the community.



Student Folders

All Sixth Form students must have the following folders:

- One 'daily' Sixth Form Folder
- A set of subject folders for each subject studied



The Sixth Form Daily Folder

An A4 ring binder with the Sixth Form information and divider inserts.

This folder should be carried with students on a daily basis and will be used to temporarily store a small number of subject specific notes (required or recorded during the day).

Students should have these folders out on their desks during lessons, with additional sections for recording homework used as needed.

A summary of each subject studied will be provided behind each of the individual subject dividers. This sheet will provide a holistic overview of the curriculum and outline the required format for the subject folder.



Subject Folders

Subject Folders can take the form of an A4 ring binder/ lever arch file, a subject book or a digital file or folder. This is decided by the Subject Leader.

Subject Leaders may provide a preferred storage structure/ file overview to help students store and organise their work in a preferred way.

Some Subject Leaders may require a student to have a separate folder for different topics or teachers.

Students must be able to present their subject folders for quality assurance with 24 hours notice.



Issues or Concerns

Year 12 is a challenging year for students with a high level of pressure and increased demands on student time.

If you have any concerns at all, please contact your Form Tutor or appropriate member of the Sixth Form Staff Team.

Thank you

