



Sixth Form Handbook

2024 - 2025

Headteacher Mr Gray
Assistant Headteacher - Head of Sixth Form Mr Hayes
Head of Year 12 Mrs Steepe
Head of Year 13 Ms Shannon

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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



TIMES AND DATES

08:40 - 09:05	Form Time
09:05 - 10:05	Period 1
10:05 - 11:05	Period 2
11:05 - 11:30	Break
11:30 - 12:30	Period 3
12:30 - 13:20	Lunch
13:20 - 14:20	Period 4
14:20 - 15:20	Period 5

AUTUMN TERM 2024	
Staff Development Day	Monday 2nd September 2024 (school closed to students)
School reopens for Y7 and L6 external students only	Tuesday 3rd September 2024
School reopens for all students	Wednesday 4th September 2024
School closes for half-term at the end of	Thursday 24th October 2024
Staff Development Day	Friday 25th October 2024 (school closed to students)
HALF-TERM: Monday 28th October to Friday 1st November 2024	
School reopens – all students return	Monday 4th November 2024
School closes for Christmas break	Friday 20th December 2024
CHRISTMAS BREAK: Monday 23rd December 2024 to Friday 3rd January 2025	

SPRING TERM 2025	
Staff Development Day	Monday 6th January 2025 (school closed to students)
School reopens for all students	Tuesday 7th January 2025
School closes for half-term at the end of	Friday 14th February 2025
HALF-TERM: Monday 17th February to Friday 21st February 2025	
School reopens for all students	Monday 24th February 2025
School closes for Easter break at the end of	Friday 4th April 2025
EASTER BREAK: Monday 7th April to Friday 18th April (includes Good Friday)	

SUMMER TERM 2025	
Bank Holiday (Easter Monday)	Monday 21st April 2025 (school closed to students)
Staff Development Day	Tuesday 22nd April 2025 (school closed to students)
School reopens for all students	Wednesday 23rd April 2025
May Bank Holiday (school closed)	Monday 5th May 2025
School closes for half-term at the end of	Friday 23rd May 2025
HALF-TERM: Monday 26th May to Friday 30th May 2025	
School reopens for all students	Monday 2nd June 2025
Staff Development Day	Wednesday 2nd July 2025 (school closed to students)
School closes for Summer break at the end of	Tuesday 22nd July 2025

MEET THE SIXTH FORM TEAM



MR R HAYES

Assistant Headteacher - Head of Sixth Form



MS F SHANNON

Head of Year 13



MRS F STEEPE

Head of Year 12



MRS S RIVETT

UCAS COORDINATOR



MRS SORRENTINO-RYAN

KS5 Coordinator

MEET THE PASTORAL TEAM

MRS V STOREY

ASSISTANT HEAD - HEAD OF PASTORAL

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



MRS L HEATH

LEARNING MENTOR, WELLBEING COORDINATOR AND LRC ASSISTANT

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



MRS H JONES

STUDENT SUPPORT ADMINISTRATOR

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



MEET THE PREFECT TEAM



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 M Broadhurst, Mrs N Mounsey and Mr M Bate

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



FUTURES AND UCAS

Calday Grange Grammar School prides itself on the provision it offers all students with comprehensive, impartial and up-to-date careers information, advice and guidance. Students at Calday Grange Grammar School engage with a diverse range of careers education throughout their time at the school and this is outlined below.

We encourage and enable students to make and implement well-informed decisions about their future. We are committed to providing careers support within our Personal Development curriculum. Pupils have the opportunity to meet with our careers advisor at various stages throughout their time with us. During the appointment students can discuss their ideas for the future, explore the range of opportunities available to them after they leave school and plan for their next steps. Pupils can expect guidance and advice that is impartial and personalised.

Each year we hold our own Careers Fair that is attended by a wide-range of employers, colleges, universities and training providers. Students should use this as an opportunity to gain advice regarding their careers aspirations and ask questions about potential routes after sixth form. Additionally, pupils have the opportunity to attend various careers events outside of school, including university open days and our Oxbridge visit. Additionally, we hold an annual Apprenticeship Week that is attended by a series of speakers, including former pupils, universities, colleges and local/national companies. Apprenticeships are increasingly becoming a popular route for students post sixth form and this is reflected in our range of apprenticeship talks and activities. In conjunction with MPloy Solutions, all Year 12 students attend mock careers interviews that allow them to improve their employability skills, meet real employers and assist them in becoming more prepared for the workplace. Before the interview students complete professional job applications and are given extensive written feedback on completion of their interview.

In the summer term of Year 12, pupils organise their own work experience. This opportunity offers students the chance to experience a variety of situations and gives them an insight into the demands, which will be made of them when they leave full-time education. We fully believe students need real knowledge of the world of work, how companies are organised and how enterprise creativity and innovation help businesses grow.

Students are regularly updated in our careers bulletin regarding the range of opportunities available to them from job vacancy information, university information and apprenticeships. We arrange A Level seminars, UCAS support, Oxbridge meetings and UCAS evenings - these are just some of the other events in our jam-packed careers calendar. Finally, our alumni play a vital role in our careers programme, providing mentoring to current students, work experience opportunities, delivering presentations and discussing their journey from school to their chosen career.

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

Year 12

All students must be in school for 08:40 and must sign in using their cards at one of the entry points. Once they have finished their lessons for the day, then are allowed to leave the site. All students are required to stay on site during free periods and use the Common Room, Quiet Study or Library.

Sixth Form students must attend, and be punctual for AM Registration at the start of each day. Failure to attend will result in being unregistered and contact made with home. When leaving the school site, all students must show consideration for the local environment/community.

Year 13

Students with free periods P1&2 and P5&6 can work from home. All students must be in for AM Reg. If a student has a free period during their school day, they can go off-site. Students must sign in and out of school using their ID card. This is compulsory. During free periods, students will be allowed to stay on-site if they choose and have the option to use the Library, Common Room or Quiet Study to complete schoolwork.

Sixth Form students must attend, and be punctual for AM Registration at the start of each day. Failure to attend will result in being unregistered and contact made with home. When leaving the school site, all students must show consideration for the local environment/community.

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

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.

UNIFORM POLICY

The overriding consideration is that attire must be smart and of a standard which would be acceptable in a business environment.

Our Sixth Form dress code includes:

- Suit Jacket/Blazer
- Suit trousers (Tailored and smart)
- Suit skirt/dress (Appropriate in length)
- Shirt or blouse
- Tie
- Jumper/Cardigan – Colours must be neutral/dark and the jumper must be plain or a simple stripe
- Leather or leather effect shoes
- School Lanyard (Issued at the start of the academic year)

Other issues on general appearance

- Earrings and a small nose stud are allowed.
- A neat beard and/or moustache is acceptable.

The following items are not permitted:

- Jeans
- Shorts
- Tracksuit bottoms
- Leggings
- Tight fitting or short skirts
- Tops with large logos
- Hoodies
- Strappy tops
- Flip flops
- Trainers
- Canvas shoes
- Facial piercings

HOME-SCHOOL AGREEMENT

The purpose of this agreement is to focus students, parents and the school on the essentials for success. This agreement will be kept in the student's file and a copy should be kept at home. The school, parents or student may refer to it at any time.

Progression from Year 12 to Year 13 is dependent upon satisfactory academic progress and cooperation with the School as outlined in this agreement and the school's admission policy. Sixth Form students need to meet the conditions of this agreement. Each student will be given a fair opportunity to change their behaviour to meet the terms of this agreement. However, if they continue not to meet the conditions of this agreement, the school reserves the right to ask a student to leave the Sixth Form.

THOSE WITH PARENTAL RESPONSIBILITY

I/We will:

- See that my son/daughter attends school regularly, and will meet the Sixth Form attendance targets. - Contact the school on the first day of any absence, indicating the reason and length of absence. Students are not permitted to self-certificate absence.
- Ensure that all holidays are taken outside of published term dates (including June and July of Year 12). Authorisation will only be granted in exceptional circumstances. Requests must be submitted via a holiday request form.
- Make the school aware of any problems either at home or at school that may affect my son/daughter's work or behaviour - Support the Behaviour, Dress, Classroom and Attendance codes (see below).
- Support and monitor my son/daughter's academic progress.
- Attend parents' evenings and discussions about my son/daughter's progress.
- Support all aspects of school life and my son/daughter's involvement in it.
- Ensure that all appointments including medical and dental are arranged outside school hours where possible.
- Ensure that no driving tuition is arranged during school hours.

CALDAY GRANGE GRAMMAR SCHOOL

The school will:

- Provide a safe and welcoming working environment for the student named above
- Support him/her in achieving his/her full potential as a valued member of the school community.
- Ensure that the Behaviour, Classroom, Dress and Attendance codes are known and followed.
- Provide a balanced curriculum and take account of his individual needs.
- Always aim for high standards of work and behaviour for all.
- Keep parents informed about his/her progress, attendance and wider school matters.
- Ensure that the students are aware of the level at which they are working and understand what they need to do in order to improve further.
- Deal with parental concerns promptly
- Welcome your interest and involvement in his/her life in the school.
- Encourage his/her participation in extended curricular activities.

THE STUDENT

I will:

- Attend school regularly and on time and will meet the School's attendance targets.
- Seek at all times to achieve my full potential.
- Meet all study and coursework requirements.
- Follow the Classroom and Behaviour codes.
- Follow the Sixth Form Dress Code and be tidy in appearance at all times.
- Do all my homework and classwork as well as I can and on time. Academic performance must be satisfactory in all subjects in line with School assessment procedures.
- Act on the targets agreed with my teachers so that I can make progress.
- Help keep the school clean and in good repair.
- Participate in and seek to develop the extended curriculum of the school (games and societies etc) and represent the school if selected to do so.
- Register my car with the Student Services Team and show consideration and care when driving and parking.

[Sixth Form Behaviour Policy](#)
[Attendance & Absence Policy](#)

IT ACCEPTABLE USE AGREEMENT

Calday 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.

IT ACCEPTABLE USE AGREEMENT

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

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Bursary Fund

Awards of
£800 - £1,200
to use towards

- ✦ Uniform Costs
- ✦ Books and Equipment
- ✦ Transport Costs
- ✦ Lunch



Are you or your family in receipt of benefits?

Do you receive free school meals?

Are you looked after or a care leaver?

**FOR MORE INFORMATION AND TO APPLY PLEASE VISIT:
caldaysixthform.co.uk/sixth-form-bursary**



SCAN ME