



2023/24

# Allerton Grange Sixth Form

Student Induction booklet



Sixth Form

Allerton Grange School

2023/24



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## **The Sixth Form Team**

The Sixth Form Team are here to support you in all of your endeavours throughout your time at Allerton Grange Sixth Form. We look forward to welcoming you into our community and are here to help in any way we can. This page will help you to identify us and give you details on how to contact us.

Mr Jordan Macrow

Assistant Headteacher  
Director of Key Stage 5



[Jordanmacrow@allertongrange.com](mailto:Jordanmacrow@allertongrange.com)

Based in the Sixth Form Office

Ms. Elizabeth Braim

Curriculum Leader of Key Stage 5



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Based in the Sixth Form Office

Mrs. Rachael Fryer

Progress and Welfare Manager of Key  
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Based in the Sixth Form Office

Mrs. Izzy Gillibrand

Sixth Form Administrator

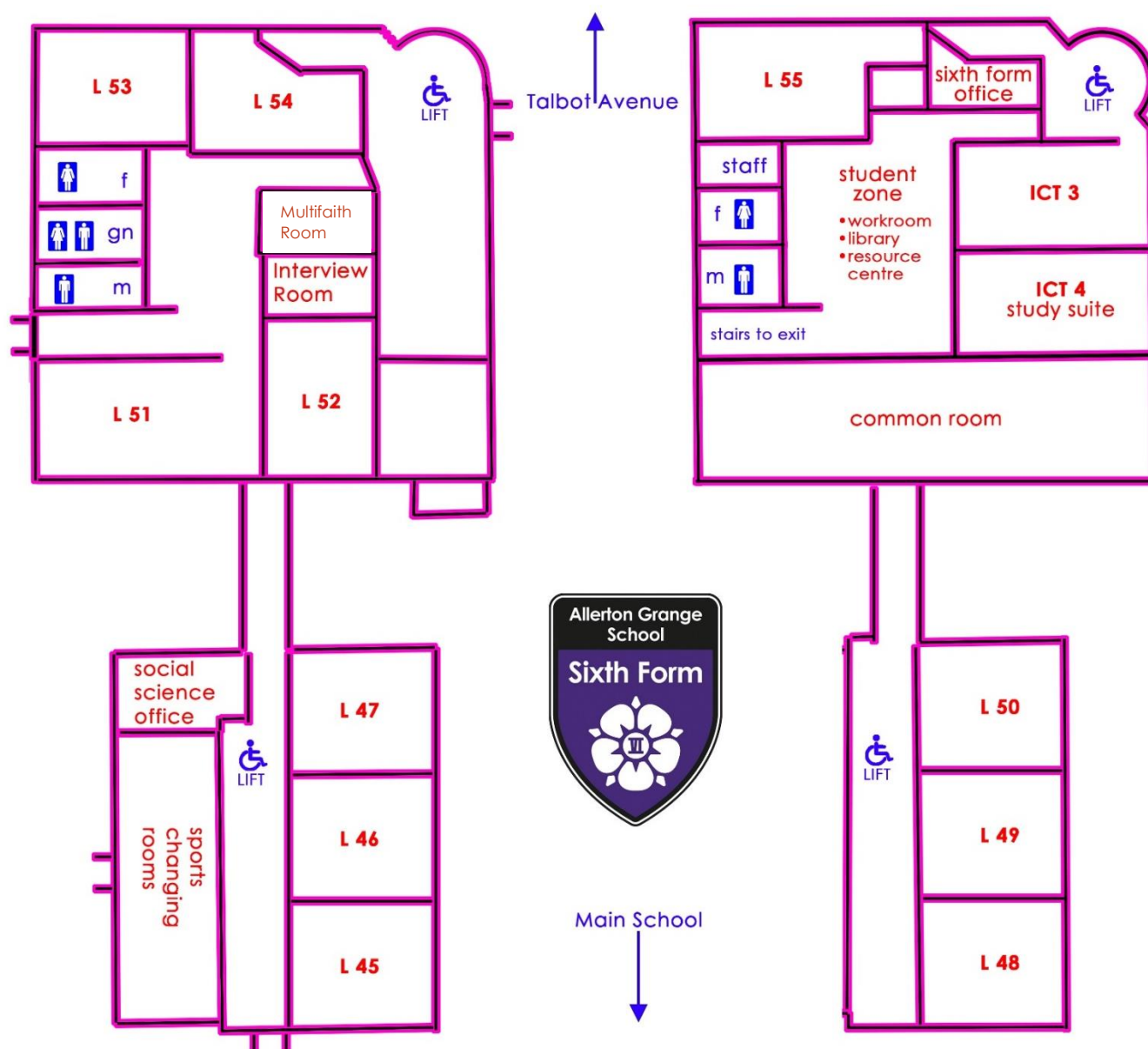


[Izzygillibrand@allertongrange.com](mailto:Izzygillibrand@allertongrange.com)

Based in the Sixth Form Office

## Sixth Form Facilities

Please find below a layout of the Sixth Form building to help you navigate your way around in your first few weeks.



The vast majority of your lessons will be in the Sixth Form building, unless they require a specialist space such as art or technology. Students have access to the student zone; this area is used for private and silent study. Students also have access to the common room for socialising and for group work. There is also a Multifaith room for these who require a space to practise their religion.



## **Sixth Form Student Leadership Group (SLG)**

Allerton Grange Sixth Form are particularly proud of their student leaders. The student leadership group comprises of two head students, 5 deputy head students and a group of student leaders. To be a member of the SLG candidates are chosen by application and interview. The head students represent the school at a number of community events and are expected to give presentations to parents, students and teachers when required. The group also work on their own initiatives each year and are your representatives, so please feed back to them any ideas or concerns you may have.

Head Student

Abby Marles

"Allerton Grange Sixth Form is a community in which new Year 12's will be supported in every aspect of their education. Students' confidence and communication skills will grow, and they will form relationships with other pupils that they will cherish beyond the physical boundaries of the school. Our sixth form teachers will encourage new students to flourish within a classroom environment and grow as an A-Level learner, learning new ways to revise and stay on top of workload. Whether you are newly enrolling this academic year, or you have been here since year 7, we will help the transition from high school to sixth form to be as comfortable as possible, and any worries or concerns that may arise can be spoken about safely with one of our sixth form leaders."

Head Student

Luke Ashurst

"Allerton Grange Sixth Form is the perfect place to develop not only as a student but as a person as well. We have an incredible team of staff who are forever on hand to make sure we get the absolute most out of our time at the school. These members of staff really ensure that we fulfil our potential as academic scholars as well as leave the sixth form as contributing and confident members of the community. Through the vast opportunities, including enrichment and mentorship schemes, we are able to develop ourselves as well rounded people who are impeccably prepared to enter the wider world. Being able to involve ourselves in leadership positions and groups really helps to give a taste of what it is like to give back and support the needs of others. Along with amazing academic support for our A levels, at Allerton Grange Sixth Form there is something for each and every one of us to delve into in order push forward our development as people."



## **Key Information for Students**

### **Dress Code**

While students have the freedom of a less restricted dress code than the rest of the school, Allerton Grange Sixth Form is still a place of learning based within a school community. This means that business-like attire is more appropriate for this setting based on the dress code below:

- No jogging bottoms
- Skirts and shorts should be of an appropriate length i.e. knee length
- Midriffs should not be visible
- Discreet facial piercings are permitted
- Lanyards must be worn at all times

If a student is found to be in breach of these guidelines they will be asked to go home to get changed.

### **The School Day**

The school day is outlined below to support you with timings during the initial few weeks. It may well be worth taking a photo of this on your mobile phone to remind you.

Registration	08:30 – 08:50
Enrichment	08:50 – 09:15
Session 1	09:15 – 10:05
Session 2	10:05 – 10:50
Break	10:50 – 11:15
Session 3	11:15 – 12:05
Session 4	12:05 – 12:55
Lunch	12:55 – 13:20
Session 5	13:20 – 14:10
Session 6	14:10 – 15:00

### **Reporting an Absence**

If a student is absent on any day your parent/carer must contact the school, by phone, before 08:30. The number to use is 0113 393 0304.

Pre-planned absences such as university open days or medical appointments must be recorded with Mrs. Gillibrand in the Sixth Form office.

### **16 – 19 School Bursary Information**

Financial support is available to those students most in need, throughout their time in the Sixth Form, using the 16 - 19 bursary fund. This fund has three levels of eligibility criteria.

Those students who can prove that they are eligible may claim the 16 - 19 bursary fund to support them with food, travel, equipment, books, university trips and open days, and course costs such as materials, trips and visits.

The three levels of eligibility are:

- A student who is currently in care or is a care leaver
- A student who already claims free school meals
- A student whose household income is less than £25, 000

To claim the 16 - 19 bursary fund, students must complete the application form via our school website or collect a hard copy from Mrs. Gillibrand, and return it to the Sixth Form office.

Students who are eligible for the bursary can also apply to borrow a school laptop for the year.

In order to retain your bursary throughout the year, students must adhere to the code of conduct at the end of this induction booklet, including maintaining an attendance of above 95%.

### **Student Union Card (TOTUM Card)**

All sixth form students are eligible to apply for a TOTUM Card, the new name for the National Union of Students card. You can apply for a TOTUM LITE Card which is free, or a TOTUM Card where you pay for a 1-year, 2-year or 3-year card. Both cards offer you a wide range of discounts on shops, entertainment, travel, music and technology. For more information go to [www.totum.com](http://www.totum.com) you will need your school email address to verify that you are a student.

### **Under 19 PhotoCard for bus and rail travel in West Yorkshire**

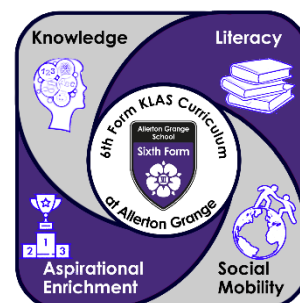
An Under 19 PhotoCard is for West Yorkshire residents aged 16 to 18. It gives you discounted bus and rail travel in West Yorkshire at any time of day including evenings and weekends for more information go to <https://ticketsandpasses.wymetro.com/under-26-students/16-18-photocard/>



## **A level Academic Study**

### **KLAS Curriculum**

At Allerton Grange School, our rigorous and knowledge-rich curriculum is designed to empower all students and ensure they understand the changing world around them. It provides students with cultural literacy and context for their learning. This focus on broad and powerful knowledge is the most effective way to narrow the gap between demographic groups.



Lessons are characterised by consistently high expectations and challenge for all students; we expect them to read widely and use crucial subject terminology fluently.

We believe in developing the whole child. Our curriculum, therefore, encompasses the vast range of enrichment opportunities available, from performing arts and sports clubs to work with universities and employers. Opportunities are also available for trips abroad.

Ultimately, the Allerton Grange student aspires, grows and succeeds, going out into the world as a confident and intellectually curious member of society. This curriculum forms the basis of what we refer to as the Allerton Grange School cornerstones (KLAS).

### **Supported Study**

Students will have supported study listed on their timetables and these should be attended just as any other lesson. These sessions are designed to give you access to IT facilities so that you can complete independent work. This is work directed by teachers to ensure that you have recovered, revised and understood the material. It is also an opportunity to ensure that your notes and files are up to date and in good order; catch up on any learning that you may have missed; read up on your subject to broaden your knowledge and prepare for your aspirational University and higher level degree apprenticeship applications.

### **Continued Professional Development**

A unique offer at Allerton Grange Sixth Form, is the Continued Professional Development sessions. These are University level study skills sessions delivered to you once a fortnight (Week B, Friday 6) by Mr. Macrow the Director of Sixth Form. These sessions are designed, based on current research, to help you to learn and improve your study skills in preparation for completing your A levels and preparing you for university. All students are expected to attend and engage with these sessions, which have been developed in line with student voice from the current Year 12 cohort. These sessions will also be used to support you with UCAS applications and Work Experience and employability skills.

## **Personal Development**

### **Enrichment**

In order for you to have the skills, experiences and character to access the best Universities and higher level apprenticeships, students are offered a wide range of enrichment courses during form time. Tuesday and Wednesday mornings are used for you to engage in enrichment, and these are really valued by the current Sixth Form community. Below is an example of the type of qualifications, skills and experiences that have been offered previously.

Aim High	Debate Society
British Sign Language	Book Club
Progression Module	Sports Activities
Extended Project Qualification	Conversational French
iDEA - IT qualification	Film Club
Dissection Club	'A Creative Choice'
Chemistry Club	Politics and Affecting Change
Life Skills – Textiles	Life Skills – Cooking on a Budget

### **Personal, Social and Health Education (PSHE)**

In order to support you with the transition that happens in your late teenage years all students are provided with a PSHE curriculum. These sessions are designed to support you in Sixth Form life, preparing you for relationships and experiences of young adults and transitioning to Independent living either at University or in the community, when you leave us. It is really important that you engage with these sessions on a Thursday morning, completing a 5-week cycle of a case study review, so that you are prepared to confidently tackle and challenge the world around you in a safe and thoughtful way.

### **Community Action**

Allerton Grange Sixth Form has community as one of its core values and driving principles. To develop responsibility and wider skills, students are expected to undertake 30 hours of community action. This is a programme where students volunteer either inside or outside of school and can take action through a range of mentoring schemes. For example, reading or support with subjects and the wider school community.

### **Form Time**

All students are expected to attend form time each day, with the exception of Fridays. Friday form times is used for one to one appointments with your form tutor, which you will have around once every 6 weeks. This is part of your freedoms as a Sixth Former with the expectation that you engage with and attend all the other form time sessions. Those who do not meet this expectation will have this Friday freedom withdrawn.

## **Sixth Form Code of Conduct – Freedoms and Expectations**

This code of conduct is designed to outline the freedoms that students should expect as members of the Allerton Grange Sixth Form Community. There are also expectations from the Sixth Form that we expect you to uphold in order to create a safe and effective learning environment. Failure to meet these expectations, will result in a withdrawal of the Sixth Form freedoms. It is expected that our Sixth Form students act as role models to all members of the wider school community.

### **Freedoms**

- Students will not be given detentions following the issuing of behaviour points.
- Students are allowed to enter and exit the school site during their non-contact periods.
- Students have more freedom within the school's dress code.
- Students will have the freedom of non-contact time built into their timetables.
- Students have access to Sixth Form spaces, wherein there is the free use of mobile phones.

### **Expectations**

- Students should maintain an attendance of above 95% at all times.
- Students must attend all of the lessons on their timetable, arriving punctually.
- Students must wear their lanyards at all times in order to ensure the safeguarding of all members of the school community.
- Students should uphold an appropriate level of attire for a school setting (See shortened dress code).
- Students must attend and engage with all PSHE, enrichment and CPD sessions to support you in your personal development.
- Students must attend and engage with all supported study sessions to develop your academic progress.
- Students are expected to engage with and complete 30 hours of community action throughout Year 12 to support them in engaging with the school community.
- Students are expected to complete all homework set by staff within the given deadline, to support their academic progress.
- Students will not undertake paid work during the school day between 08:50 and 16:00 to allow them to fully participate in their study programmes.
- Maintain mutually respectful relationships with all members of the school community and uphold the school's values, in order to foster our community atmosphere of respect, diversity and tolerance.

These freedoms and expectations are in place to allow students an autonomy that reflects the current stage in your academic journey, this creates a safe Sixth Form community and effective learning environment for all our students. 15 behaviour points in a half term will trigger a year team discussion to begin revoking the Sixth Form freedoms. Concerns around truancy will result in a year team intervention taking place at an earlier stage.

Please sign and date your copy of the code of conduct below to indicate your agreement to this code of conduct:

Signature:.....

Date:.....