

Parental Information Booklet Year 12



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2025-2026

HOW TO CONTACT US

☎ Main School Number : 01625 871811

To report an absence: sixthformabsence@poyntonhigh.org.uk

For queries about subjects please contact your young person's subject teachers or the relevant Head of Department. For other queries or concerns about your young person, you should speak to their Form Tutor in the first instance. If appropriate you may wish to contact your young person's Year Leader or the Welfare Officer (see below).

The members of staff with direct responsibility for, and involvement with, your young person are:

Form Tutor:(Student to complete)

Year Leader: Mrs A Cutler ✉ acutler@poyntonhigh.org.uk

Director of Sixth Form: Mr A Bennett ✉ abennett@poyntonhigh.org.uk

Sixth Form Welfare Officer: Mrs G Tupman ✉ gtupman@poyntonhigh.org.uk

Sixth Form Support Officers: Mrs A Bibby & Mrs M Lawson ✉ sixthformsupport@poyntonhigh.org.uk

STUDENT TIMETABLE

For your information, it is advisable for your young person to complete the timetable below.

WEEK 1

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

WEEK 2

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

Timings of the School Day

8.45am – 9.00am	Registration
9.00am – 9.05am	Movement Time
9.05am – 10.05am	Lesson 1
10.05am-10.10am	Movement Time
10.10am-11.10am	Lesson 2
11.10am-11.30am	Break
11.30am-12.30pm	Lesson 3
12.30pm-12.35pm	Movement Time
12.35pm-13.35pm	Lesson 4
13.35pm-14.15pm	Lunch
14.15-15.15pm	Lesson 5

ATTENDANCE

Good attendance is important for success at A Level. We will comment honestly on attendance in references for university applications or employment. Sixth Form students are expected to attend all registration sessions, lessons, Student Development Days, House and Sixth Form Assemblies. Parents can help us with attendance by ensuring we are informed on the first day of any absence due to illness, medical reasons or family circumstances, with an indication of how long the absence may last. Please avoid making routine appointments (dentist and doctor appointments, driving lessons, optician's appointments etc) during timetabled lessons. Please inform us of any absences.

Your young person's studies will require a high degree of continuity. Please ensure your young person informs you of when their assessment and examinations will take place. Please be advised there will be extensive internal examinations towards the end of Year 12. The school website will be updated with examination dates.

Any requests for exceptional circumstances leave must be made in advance. A form for this can be collected by students from outside the sixth form welfare office on the upper floor of the sixth form building or can be downloaded from the school website homepage. Assessments or examinations missed due to a requested absence will not be rescheduled.

Students wishing to leave school during the normal working day to attend appointments must complete a lesson absence form if any timetabled lessons are affected. Students can also collect this form (which is green) from outside the welfare office.

We will monitor your young person's attendance on a regular basis and will contact you if there are periods of unexplained absence on their attendance records. Students are informed of these absences and given the opportunity to clarify them prior to us contacting home.

FINANCIAL ASSISTANCE – 16-19 BURSARY

Application forms are available from the Sixth Form area of our website.

The government provides schools with a Bursary to offer financial support to young people to enable them to overcome financial barriers to their continuing education. The Bursary is intended to assist students with course related costs such as transport to and from school, purchase of text books and equipment and participation in essential course related trips.

There are two types of Bursary available:

- A Guaranteed Bursary for students who are in care, care leavers, in receipt of income support (or Universal Credit) in their own name and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).
- A Discretionary Bursary which may be awarded to those students whose household income is below £27,000.

The school receives a fixed Bursary award. We therefore cannot guarantee financial assistance in every case but will help as many students as we can with the funding made available to us. The level of assistance can also change from year to year dependent on the number of students applying for assistance.

FORM TIME:

Each day at 8.45am your young person will be with their Form Tutor, they must attend each of these sessions unless on a timetabled day without lessons. There are also two assemblies per fortnight during form time, a House assembly and a Sixth Form assembly. This is a time when information, advice and guidance are shared.

The role of the Form Tutor in the Sixth Form is one of real importance to the students. The relationship with a student's Form Tutor balances pastoral care with advice and guidance regarding the student's progress through Sixth Form and into the next stage of their lives. The quality of the relationship between the Form Tutor and the student is key to the personal success of the student. The Form Tutor familiarising themselves with all aspects of the student's academic and personal progress will lead to successful monitoring and ultimately will give all students the opportunity to maximise their potential and move on to the next stage of their career.

STUDY PERIODS:

During the school day, your young person's timetable may have periods where no lesson is timetabled. These are study periods during which your young person should carry out personal study in one of our Sixth Form Study areas or may carry out personal study using either the school facilities or coming home to do this. Your young person should be encouraged to make good use of this time and it is essential they develop a routine to ensure best use of this time. Your encouragement with this would be greatly appreciated (see The Study Commitment below). If students are leaving the site during these periods of private study, they must scan their ID badge at the exit to the Sixth Form Centre to show they are leaving. This is a statutory requirement for safeguarding and Health and Safety purposes. They must also scan their card back in on their return.

THE STUDY COMMITMENT

Sixth Form students are encouraged to exercise a considerable amount of responsibility for organising their learning. Parents can help by:

- Ensuring that adequate facilities for private study are available at home.

- Raising, with the student and the Sixth Form Team, concerns about the amount of study (whether too much or too little) occurring at home. Sixth Form students always have something to do, whether it is ongoing coursework, notetaking, reading around the subject, ongoing revision or practising problems/essays.
- Supporting the school by insisting on full attendance to timetabled lessons and encouraging students to make full use of their private study periods.
- Make a note of planned Parental Information evenings and Parents' Evenings and ensuring you can be available to accompany your young person to these.
- Encourage your young person to restrict part-time employment working hours, ensuring that a student's study commitment is not forced into second place over work commitments. Research shows that working more than 8 hours per week can adversely affect a student's progress.

All students have signed the following contract to indicate their commitment to their studies:



As a team we will:

- Work to provide a supportive and challenging environment where you can be ambitious in developing your skills for learning and employment.
- Provide enrichment opportunities which allow you to develop as a leader alongside having a wider impact on the community around you.
- Support you to make well-informed decisions about your future and equip you with the skills needed to access outstanding provisions beyond PHS Sixth Form through our Employ and UCAS groups.
- Work closely with you to support your wellbeing, directing you to appropriate agencies to support your needs where applicable.
- Create and develop our study spaces to ensure that you are able to be well-focused in your work on site.
- Listen to your voice through our Head Student team and Form Representative programme, offering you a chance to make a difference for both current students and also future generations.
- Monitor your progress throughout your time with us intervening where we see necessary to support you to strive for the best outcomes.
- Provide excellent personal development sessions, tailored to Post-16 education and focused on specific areas of student need.
- Promote the values of our Educate Challenge Empower Charter – building an informed and inclusive generation of young people.

As a student you will:

- Attend all taught sessions, where absent due to illness this will be communicated appropriately to Mrs Tupman.
- Attend form tutor periods and assemblies. These are important times where we are able to share messages with you about your wider opportunities and key events. These periods of time also allow us to deliver an ambitious curriculum of personal development tailored to Post-16 education.
- Ensure that all Student Development Day activities are attended and that you take these opportunities to engage with guest speakers and the content of the sessions. These days are a statutory requirement of all PHS Sixth Form students. We work with students to review and reflect on the development of these days year on year.
- Attend required educational visits needed for both your courses and personal development.
- Work independently outside of taught sessions reflecting on your learning, utilising our Prepare Perform Progress revision strategy and actively testing your recall throughout your courses.
- Ensure that you meet all deadlines, both internal and external to PHS Sixth Form.
- Maintain well-ordered study notes and keep your Google Classroom and Google Drive accounts in order – checking these daily for any messages.
- Respond to staff feedback, both verbal and written, in a timely and detailed manner.
- Engage with monitoring and intervention processes where staff are concerned about your progress. For example, attending our staffed study space when required.
- Identify yourself as part of our community by wearing your lanyard on site and dress appropriately for an 11-18 site. This is a key safeguarding tool which allows us to offer casual dress as our clothing policy.
- Recognise that you are a role model for younger students, displaying excellent behaviour for learning and strong community values, being respectful to staff and peers – following our Educate Challenge Empower charter at all times.

Signed – The Sixth Form Team

Sign your CENTRAL AGREEMENT SHEET

A Bennett

 M. Jones

 G. Tupman

GUIDANCE GRADES

Students are all given Student Guidance Grades calculated using the ALPS system. These predicted grades take into account their overall scores at Key Stage 4, irrespective of the subjects they are taking forward to A Level.

These will give us an indication of what your young person should be aiming for and will be used in our reporting home and discussions regarding progress. Students will always be encouraged to aim to achieve at least their Student Guidance Grade however, most students aspire to attain higher.

STRUCTURE OF THE COURSE

Our students will normally follow three subjects, in some cases four, in Year 12 and will not sit formal external examinations until the end of Year 13. The internal examinations at the end of Year 12 will therefore be vital for both the students and their subject teachers to measure their progress with the course and to develop the necessary examination technique for A level success. Subject teachers will also use this information when assessing the predicted grade given to students early in Year 13 for their UCAS or employment applications.

In addition to their core subjects, students will also be offered the opportunity to take the Extended Project Qualification, to follow the Career Aspire programme and to participate in a wide range of extra curricular clubs and societies.

To progress into Year 13 it is highly advisable for students to have achieved passes (grade E or above) in the internal examinations and to have passed their first year BTEC course. Students who do not achieve at least an E grade, will be seen with parents and advised about their suitability to continue with their studies. We will reach an agreement with parents that students must be achieving a pass grade by the Year 13 January mock examinations to be entered for the final A level examinations.

BEYOND THE CURRICULUM

During the academic school year your young person will be provided with various Student Development Days which will cover a variety of topics beyond the teaching curriculum. A large range of topics are covered including driving safety issues, personal safety, health, money management, revision, careers and UCAS, often delivered by guest speakers from other institutions. This is a valuable programme and an important opportunity for your son/daughter's form to come together with their Form Tutor to discuss a range of issues. An Employ Programme will run throughout the two years for those intending to go on to employment or apprenticeships. Please help us by ensuring your son/daughter attends these sessions.

The school also offers other organised events and opportunities to explore the world around them both locally and internationally. Life Beyond Day and Peace One Day are valuable experiences to prepare students for future endeavours.

ENRICHMENT

All students will participate in the enrichment opportunities the school provides or use some of their free time to pursue relevant work experience opportunities. These opportunities are an important way of enriching your young person's learning experience in the Sixth Form and will allow them to demonstrate more than academic ability within personal statements and CV's. For some students, evidence of a range of extra –curricular activities and/or work experience is an essential requirement for successful application. We will also publicise a large number of Summer programmes run by external organisations e.g National Citizenship Service, the Sutton Trust that will prove invaluable to students and are highly regarded by both prospective employers and admissions tutors alike.

BEHAVIOUR

We expect the highest standards of behaviour from our Sixth Form students in this 11-18 school. No Sixth Form student is allowed to have alcohol, tobacco, vape, e-cigarettes or illegal substances, either on the premises or during any school related activity, including on the way to and from school.

DRESS CODE and ID BADGES

Our Sixth Form students are not required to wear uniform. As young adults they must wear the school issued ID badge and school issued lanyard at all times to identify them to younger students within the school. The badge must be visibly around the student's neck and not put away in school bags or pockets. The ID badge is also their means of purchasing food and drinks in the Sixth Form Coffee Bar and the main school restaurant, gaining entry to the Sixth Form Centre and also scanning in and out of the school site.

Students are expected to dress in a way that is appropriate in an 11-18 school. Whilst we do not ask students to wear business dress, we would appreciate your support in ensuring that your young person is dressed appropriately for our school environment and that they understand the need for appropriate smart casual clothing.

WELFARE

We take the welfare of our students very seriously. Our Student Welfare Officer, Mrs Tupman, offers students support and guidance regarding their welfare needs. Students can also talk to their Form Tutors or any member of the Sixth Form Team and it is advisable to do so as soon as any problem arises. We would ask that you keep us informed by contacting Mrs Tupman if you have any concerns about the health or welfare of your son/daughter.

UCAS

www.ucas.com is a useful website which students use to research courses to apply to university and to track the progress of their application. There is also a useful parents' section and we would advise you to register on this to receive updates and information relevant to your son/daughter's application in Year 13.

APPRENTICESHIPS

<https://amazingapprenticeships.com/> is a useful website for students who may want to learn more about apprenticeships on offer after their Sixth Form studies. There is also a useful parents' section and we would advise you to register on this to receive their parental newsletter which will help you support your son/daughter with any applications they may wish to make.

OPEN DAY VISITS

If students wish to attend university open days during the latter half of Year 12 they should complete a request for planned absence form. Students are not permitted to attend more than two open days in school time in any half term. Wherever possible students should attend weekend dates, the full calendar of all university Open Days is available at www.opendays.com/calendar/

DRIVING

If a student receives notification of a scheduled driving test and finds that it clashes with a timetabled lesson or event, we expect them to complete a green lesson absence form. Missing lessons to attend driving lessons is not acceptable and will be treated as unauthorised absence but we will authorise absence to take a driving test.

When students pass their driving test they may bring vehicles on to the school site and park in the Leisure Centre car park. A Vehicle Authorisation form MUST be completed prior to this and these can be collected from the Sixth Form Support Office or downloaded from the website, www.phs.cheshire.sch.uk/sixthform on the Sixth Form pages Documents for Students section. Please ensure your son/daughter completes one of these and sign where appropriate to confirm you have

insurance in place for the vehicle. Parking permission will be withdrawn immediately if a student is found to be exceeding the speed limit or driving dangerously. We cannot be responsible for any loss or damage caused whilst the vehicle is on site.