



PGW Policies and Procedures

Congratulations on meeting the entry requirements for the PGW Sixth Form. We hope that you will enjoy your time in the Sixth Form and it is a prosperous time for you. It is important that you work independently and engage with the advice and support on offer from your Tutor, teachers and school staff. This document is to outline the policies that apply to all students of the PGW Sixth Form and must be agreed by all students, to safeguard and ensure at least a good quality of education for all who attend.

Please take the time to read this document carefully, so that you understand the PGW Sixth Form's policies, procedures and expectations. Should you have any questions, or require further clarification on any aspect or any policy, please do speak to a member of the PGW staff, so that they may assist you.

Timings of the school day

The school day begins at 8:30am, where all PGW students are required to attend Tutor Time. The school day finishes at 3:00pm, at the end of lesson/period 5. During the day all students are required to spend their Study Sessions in their respective Study Room (Year 12/Year 13). There are a few occasions where students are not required to attend the Study Room, these are: if a student has a period of Enrichment (once per fortnight), or if they have qualified for Independent Study.

Tutor Time

Tutor Time is a vital time of the day where statutory and non-statutory inputs are delivered: all students must attend Tutor Time, which begins at 8:30am, each day. The topics covered include: Mental and Physical Health, Study Skills, Personal Finance and the application processes for UCAS and apprenticeships, amongst many others. These topics are delivered under the following themed headings, outlined below:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Theme	'Motivational Monday'	'Taskmaster Tuesday'	'Wellbeing Wednesday'	'Target Thursday'	'Feel-Good Friday'

Catch-up Club (CUC)

If a student is late or absent for Tutor Time, they must attend CUC at the end of the school day, on the same day (and any day which they are late/absent during Tutor Time) to catch-up on the work/input that was missed during Tutor Time.

CUC runs from 3-3:30pm in both of the Study Rooms and students must ensure they attend; failure to attend will result in Isolation with their Tutor the following day.

Attendance

All students who are in the Sixth Form are expected to attend school for all sessions. We have a high expectation of attendance and look for all students to achieve a minimum of 97%, as attendance is a key factor in determining success. If you are absent then the Attendance Officer will contact you to ascertain the reason for the absence. Support will be

offered in the event of any prolonged periods of absence. Excellent attendance is especially important for those students who are entitled for any additional bursaries that are made available. If your attendance is a cause for concern, then you may be asked to pay for Examination entries (below 85%) and/or leave the PGW Sixth Form.

Please see our Absence and Persistent Absence procedures, below:

Time Frame	Attendance Profile	Actions Taken
Day 1	Unplanned/Unauthorised Absence	Absence Text.
Day 3	No response to text or concern surrounding reason for absence	Attendance Letter sent to Parent/Carer.
Day 6 Or Second occurrence of 3+ day Unauthorised Absence	No response to text or concerns remain surrounding reason for absence	Parents/carers to be invited to school meeting with Form Tutor. Formal Action Plan to support attendance to be agreed (4-6 weeks in duration), issues and concerns discussed: individual attendance targets to be included. Date set for further meeting to review plan (Bi-weekly).
4 Weeks – 6 Weeks Or Sooner, if student is completely absent.	Further Unauthorised Absence/s Attendance below 85%	Meeting to review and request further attendance support if required. Agency Support considered, i.e. Family Solutions. Consideration of invoicing for Examination entries (except for Core Learning Aim) <i>(Removal of Support Plan if attendance improved to a minimum of 91%.)</i>
Invoice for Examination Entries (except for Core Learning Aim)	Further Unauthorised Absence/s Attendance remains below 85%	Agency Support requested, i.e. Family Solutions.

Academic Progress, Independent Study and School Study

There is a significant step-up from KS4 to KS5, and so students are required to engage fully with their courses: attending all lessons and working independently during their study periods.

Students are expected to meet the deadlines for their courses, set-out by the examination boards, and complete the work set by the teachers, in a timely manner. Failure to meet deadlines can result in a student failing or being withdrawn from the course, for which the coursework was not submitted. If a student is absent, it is their responsibility to contact the teacher (in advance, whenever possible), to obtain the work that they have/will miss.

All students are expected to be in their respective Study Room, when not in lesson time, in order to keep-up with the coursework and reading/revision requirements, attached to their courses. Study Supervisors are present in both of the Study Rooms to support students with their learning, when required.

At the PGW Sixth Form, those who engage fully and effectively with their lessons and coursework, deserve recognition. We offer an incentive designed to encourage students to routinely perform at their highest levels within their lessons, and subsequently achieve excellent outcomes, upon the completion of their KS5 courses.



For those who demonstrate a positive Attitude to Learning (ATL) and who have an excellent attendance record, we offer the Independent Study Incentive (ISI). In order to qualify for the ISI, they must achieve an overall average score of 3.5, or better, from their 3 subjects and their overall attendance.

Termly, staff are asked to comment upon each student's ATL, and are graded from grade 1 – 4; based upon their engagement with their classwork and coursework. Attendance is also judged from grade 1 – 4.

1 – Unsatisfactory

2 – Satisfactory

3 – Good

4 – Excellent

Attendance is graded, as follows:

1 – Cause for concern: 85%, or below

2 – Below expected: 86% - 90%

3 – Good: 91% - 96%

4 – Excellent: 97%, and above

Please note, that both ATL and attendance are reviewed Termly and revisions made, based upon levels of engagement and attendance over the most recent term, ahead of the following term.

Student Contracts

If a student is Academically underperforming a student will be placed onto a 'Contract' which offers them guidance and terms to adhere to, in order to get them 'back on-track'. If a student meets the terms set-out in the contract, then they are able to continue studying the course/s that they were underperforming in. Should the student not meet the terms set-out in the contract, then their entry will be withdrawn from the course. Withdrawal from a course/s could result in a student needing to begin a different course, and in some cases, would require student to leave the PGW Sixth Form, or prevent them from returning for their Year 13 Studies.

'Contracts' are implemented when there are Academic concerns, usually associated with a lack of lesson attendance, lesson participation, lack of coursework completion and/or missing of coursework deadlines.

'Contracts' set-out terms to be met by the student, parent/carer and the PGW Sixth Form, in order for the student to get 'back on-track'.

Enrichment

In order to enrich the lives and strengthen applications of those who attend the PGW Sixth Form, we offer compulsory Enrichment opportunities for all. Students are required to select an Enrichment activity, which they will spend 1 hour per fortnight. We encourage students to be innovative with what they would like to do; students typically choose activities such as (not extensive): Study Buddy (working with a teacher in a subject), Mentoring, Cooking, Reading/Library support.

Dress Code

Students are required to adhere to the Dress Code each day they attend the school, with the exception of days where students are permitted otherwise, for example Theme days, such as Red Nose Day. Regrettably, if a student attends wearing incorrect uniform, they will be asked to go home and change; where this is not possible, they will be asked to work in isolation with their Tutor, for the day.

Please note, Engineering, Construction in the Built Environment (CBE) and Sport all have their own specific Dress Codes which must be conformed to, by all students who study these pathways.

Permitted	Not Permitted
Smart black jeans or trousers	Ripped / frayed jeans or trousers, blue denim Tracksuit bottoms or exercise clothing (unless studying PE)
Skirts or dresses – length appropriate for workplace	Short skirts or dresses that are deemed not appropriate for a place of work.
Plain tights with no patterns	Exercise style leggings, patterned tights, ripped tights, over the knee socks
Tailored / fitted style shorts – length appropriate for workplace	Tailored / fitted style shorts – length appropriate for workplace Any other shorts i.e. cycling shorts / jogger material
Shirts, blouses, plain t-shirts, polo shirts	No tops with large printed logos or slogans. No spaghetti straps. No crop-tops.
Jumpers, sweatshirts, hoodies – all should be a fitted style and plain in design	No tops with large printed logos or slogans. No oversized or baggy tops.
Shoes, smart trainers, boots, closed back sandals	Flipflops or sliders, Crocs

Student Behaviour and Conduct

We encourage our students to work and behave on the ideals of the British Values, including mutual respect, cooperation and tolerance. We believe this provides a strong foundation for the orderly conduct within the PGW Sixth Form. It is comprised of 2 main areas:

1. Behaviour towards others
2. Personal Responsibility

PGW Sixth Form defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all students in terms of their relationships with other students within/outside the schools, teachers and other centre staff and with visitors or other persons within/outside our two School premises.

The PGW Sixth Form considers the following examples, as unacceptable behaviour (not limited to): name-calling, verbal abuse, threatening language or behaviour, intimidation, physical abuse, bullying and harassment (including racist, sexist and homophobic abuse).

Behaviour towards others

PGW Sixth Form expects all of its students to:

- Respect others at all times.
- Respect the building and the property of both schools and the PGW Sixth Form areas.
- Refrain from interfering with others.
- Report concerns to a member of staff, or via the 'Rainbow Button' behaviour that they deem to be inappropriate such as bullying or harassment.

Personal Responsibility

PGW Sixth Form expects all of its students to:

- Take personal responsibility for your own learning and career development.



- Attend all scheduled lessons and activities, punctually.
- Arrive at lessons or study, properly dressed and equipped for the session's activities.
- Complete all set work/coursework, including homework/independent work, within the time-limit, agreed by the teacher.
- Co-operate fully with the instructions of all staff members.
- Effectively utilise your study periods.

Rainbow Button

We operate a 'Rainbow Button', which is a facility for students of the PGW Sixth Form to report any concerns that they might have, anonymously if they prefer. This 'button' can be accessed in a variety of ways: via the PGW website, or via QR codes displayed around the PGW Sixth Form Common Room and Study Rooms.

Mobile Phones and Headphones

Mobile Phones and Headphones are both banned from use in the school buildings. Both Greenacre and Walderslade operate a 'See-it, take-it' policy. If your son/daughter/ward is seen using their Mobile Phone/Headphones in the building or classroom, a member of staff will confiscate it and have it locked in the school safe, until the end of the day.

The only exceptions to this rule, is that students are permitted to use them in their study rooms, for support their studies.

Smoking/Vaping/Alcohol/Contraband Item

No smoking of any kind including but not limited to tobacco or vape products within or in the direct vicinity of either Greenacre Academy or Walderslade Girls' School or the Sixth Form site.

No alcoholic drinks to be brought into or consumed on either School or Sixth Form premises.

If a student is found to be in possession of any of the above, the student will face a suspension, which could be a permanent suspension from the PGW Sixth Form.

The Headteacher, or a member of staff authorised by a member of staff can perform a search without the notice or consent of parents/carers. Further information on searching, screening and confiscation, can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

PGW Staff and Teachers

The systems in place should have a positive impact ensuring students consistently achieve their academic targets, maintain self-discipline and make effective use of their independent study time. The key driver to success at KS5 is down to each individuals efforts and application across all aspects of their schooling. To support you, PGW staff and teachers will strive to:

- Support and help you
- Support you in achieving the highest possible grades
- Be on time for lessons
- Fully prepare your lessons and make them interesting and educational
- Mark and return work promptly and provide high quality feedback on your work
- Equip you with study skills appropriate to the subject

The Sixth Form Community will:

- Provide opportunities for leadership and enrichment outside the classroom
- Give you opportunities to share in the organisation and running of the school
- Offer advice and guidance on future careers and prepare you for Higher Education



- Deliver application sessions, including UCAS and apprenticeships.

I have read and understand the Sixth Form Agreement. By signing this agreement I understand that if I seriously or consistently break the terms of this Agreement I could forfeit my Sixth Form place at PGW Sixth Form.

Name (Print)..... FormSigned

Parent Name (Print)..... FormSigned