



S6 Experience

You and your son or daughter have decided that S6 in school offers opportunities to learn and develop before the move to university or college. We wish to continue to work with you, as we have done in previous years, in a home-school partnership, to promote the best use of this time.

School life has many moments of transition, eg moving from primary to secondary school. S6 is another such moment. The end of thirteen years in school is looming for your young person – it may appear as though complete freedom is beckoning.

As parents and teachers, we recognise that whenever the reins or guidelines are relaxed, some responsibility is transferred to young people. I think we would agree, however, that home and school must still work together to offer some 'scaffolding' to guide and support our young people.

This booklet emphasises different aspects of school life in S6, but our community rules stand whatever age or stage is reached, with, we trust, S6 modelling the correct approach.

As always, please contact us if you have any queries.

*Linda McIntosh
Depute Rector*

*David Campbell
S6 Year Tutor*

S6 Experience

The school recognises that S6 is a transition between school and higher/further education. It is the aim therefore to foster responsible attitudes to study and the wider life of the school and also co-operative relationships between pupils and staff. Building on high academic standards and making an application to UCAS are both vital components of the S6 experience. However, S6 is also very much about becoming involved in a great deal more than this. It is essential that the pupil tailor his/her own year carefully to ensure that he/she makes the very most of the co-curricular and leadership opportunities which abound within the school. The enrichment activities on offer will complement studies and will provide a real sense of achievement in a huge variety of ways. The pupil leaving Hutchesons' S6 should be ready to take up a course of study/action, self-motivated and prepared for the independent pursuit of knowledge. This pupil post-school will involve him/herself in a wide range of pursuits and have an interest in society and the world beyond his or her career.

To encourage the development of the pupil, the school will

- Appoint a form tutor who will act as a mentor for the pupil
- Support a balanced programme of curricular and co-curricular activities for the pupil
- Deliver a personal and social development programme
- Promote an ethos of independent learning
- Offer a range of leadership opportunities

Pupils will enjoy the following special features of S6:

- Planning the structure of their day by nominating specific study and social periods.
- Using the Bistro, Library, and Underground facilities.
- Leaving school at 2.30 if all school commitments have been completed.
- Gaining leave of absence for University Open Days and for Driving Tests.
- Driving to school, provided a parental request form has been registered with the school. (Written permission is also required for all passengers.)
- Attending events such as the School Dance and the S6 Leavers' Mystery Trip.
- Wearing the S6 tie.
- Attending the series of 'Talking Points' lectures.

These privileges are extended to mature and responsible Senior pupils – in S6 you set the tone for the rest of the school. It is therefore imperative that the S6 pupil:

- Uphold the School Rules and be a model for younger pupils
- Register punctually at 8.40 am and attend all assemblies, briefing meetings and scheduled meetings with your tutor.
- Contact the school before 9 am if unable to attend and provide a parental letter of explanation on return.
- Adopt a mature and responsible approach to studies, to members of staff and to the new privileges
- Maintain communal areas in a manner which promotes study.
- Attend timetabled classes and agreed activities and advise teaching staff of any planned absence.
- Involve him/herself fully in the co-curricular activities of the school as part of a balanced S6 portfolio.
- Regularly check school e-mail and S6 Sharepoint area for communications from supporting members of staff.

S6 Daily Routine

S6 Pupils are required to register, using the thumbprint recognition system*, by 8.40 each morning. A 'Briefing Meeting' will be held in the Dining Room on Mondays and Wednesdays before proceeding to Senior Assembly. Pupils should attend S6 Pastoral Assembly each Tuesday in the Fotheringay Auditorium, starting at 8.45 am. Thursday and Friday mornings, 8.40 – 9.10 am, are available for Tutor Group, Leadership, Prefect meetings or UCAS commitments.

Form tutors may wish to use the 'Briefing Meetings' as a point of contact with pupils when required. Pupils will meet with their tutor on at least one occasion per week in their tutorial group and also individually on a regular basis.

Meetings do not require to be held during registration periods; these will be arranged with the tutor at a mutually suitable time throughout the school day.

Assembly Rota

Monday – 'Briefing Meeting' followed by Senior Assembly 8.50 – 9.10 am

Tuesday – S6 Pastoral Assembly 8.50 – 9.10 am

Wednesday – 'Briefing Meeting' followed by Senior Assembly 8.50 – 9.10 am

Attendance at the 'Briefing Meeting' and at Senior and Pastoral Assemblies is compulsory.

* There are Biometric Registration machines located in the foyers of the school. It is a simple process to register attendance, if a little care is taken on placing a finger on the recognition screen. Pupils who find their presence is not being registered should report to the S6 Year Tutors' base. This system works alongside the normal practice of signing out for approved appointments and signing in on the return to school. It is essential that we know at all times who is present in the school.

Programme of Study and Activities in S6

The pupil in S6 at Hutchesons' Grammar School has an opportunity to personalise his/her programme in a way not experienced before. Considerable guidance and support will be offered to promote a profitable experience.

Academic Study

Each pupil is required to follow a course of study which involves fifteen to twenty hours of timetabled classes a week.

Co-curricular Activities and Leadership Opportunities

Pupils should select activities of interest which offer a degree of challenge. A mixture of responsibility and enjoyment will offer the most successful programme. Referring to the detailed points framework, the aim is to reach at least ten points.

Designating non-class time

The pupil will have somewhere between four and nine hours in the week when classes are not timetabled. Our experience suggests that guidance is needed at first in organising this time to get the balance right between study and socialising. The pupil will be required to enter on a timetable the occasions when time will be spent on study in the library. Other periods can be spent in socialising with fellow pupils, pursuing the activities mentioned above or taking part in sport or fitness activities in school. In the first instance no more than three hours should be allocated outside the library or other study rooms.

As the session progresses pupils may discuss changes to the programme with Form Tutors.

Co Curricular Activities

A balanced portfolio of study and other activities will give pupils an enriching experience in S6. The pupil should choose in such a way that he/she will develop interests and skills in leadership – and have some enjoyment. The page headed Programme of Study and Activities should be consulted for a guide to the school’s expectations and plans should be discussed with the Form Tutor.

At the start of the year when this guide is being used by the pupil to plan a timetable, the other responsibilities which may be taken up in the course of the year will not be known, eg a major part in a stage production, membership of a team – players move in and out of teams. The profile compiled at the start of the session will change as the session goes on and should be part of ongoing discussions between the pupil and the Form Tutor. The points allocated attempt to reflect time commitment and responsibility and may be adjusted in the light of experience.

Head Boy/Girl	8
Depute	5
Prefect	4
Team player	4
Club officebearer/music rep	3
Significant community involvement*, incl. Duke of Edinburgh	3
Buddy, PR, Maths, Charity, Community Leaders	2
Dance	1
Club member or non-rep sport	1
Hutchesonian, Yearbook	1 or 3 depending on role

* this may be a commitment out of school

S6 - OPEN DAYS – 2009-2010

It is important to choose Open Day visits wisely and **ONLY** visit those universities pupils are seriously interested in attending. **An Open Days permission slip must be completed and signed by the Form Tutor.**

It is not possible to list **ALL Open Days**. Pupils should check the individual university websites for details of timings. It may be **ESSENTIAL to book or register online** for some Open Days. **PLEASE CHECK CAREFULLY!** The full details of Open days for all universities can be found on www.opendays.com

Pupils must make their own travel arrangements.

Day	Date	University	Notes
Thursday	27 August	Edinburgh Napier	
Tuesday	1 September	Aberdeen	
Monday	7 September	Edinburgh	
Monday	7 September	Strathclyde	<i>Evening</i>
Tuesday	8 September	Strathclyde	<i>Day Event</i>
Wednesday	9 September	Glasgow	
Wednesday	9 September	Glasgow Caledonian	
Thursday	10 September	Leeds	
Thursday	10 September	Queen's, Belfast	
Friday	11 September	Queen's, Belfast	
Thursday	17 September	Bath	
Friday	18 September	Bristol	
Friday	18 September	Oxford	
Wednesday	23 September	Aston	
Wednesday	23 September	Stirling	
Saturday	26 September	Edinburgh	
Saturday	26 September	Warwick	
Monday	28 September	Heriot-Watt	Edinburgh Campus
Wednesday	30 September	Dundee	
Thursday	1 October	West of Scotland	Dumfries Campus
Friday	2 October	Heriot-Watt	Galashiels Campus
Saturday	3 October	Heriot-Watt	Galashiels Campus
Saturday	3 October	Stirling	
Saturday	3 October	Newcastle	
Tuesday	6 October	West of Scotland	Hamilton Campus
Wednesday	7 October	West of Scotland	Paisley Campus
Thursday	8 October	West of Scotland	Ayr Campus
Wednesday	14 October	Abertay	
Saturday	24 October	Heriot-Watt	Edinburgh Campus
	October (tbc)	Glasgow School of Art	
Friday	30 October	Edinburgh College of Art	
Monday	2 November	Duncan of Jordanstone	
Tuesday	3 November	College of Art and Design	
Wednesday	4 November		
Saturday	7 November	Edinburgh Napier	

Network User Accounts

Password Security & Personal Responsibility

As per the **Acceptable Use Policy** (*see below*) it is your responsibility to:


- a) Maintain a secure password
- b) Inform the Computing Service Department **immediately** if you suspect your password has become known to another or that someone else may have attempted to use your network account.

Good Passwords - Dos and Don'ts

DO use 6 characters or more
mix letters and numbers
change your password regularly e.g. monthly

DON'T use your name or username as your password
use the same password for other things – e.g. yahoo mail etc
allow anyone else to use your login

Changing Your Password

1. Log onto any school PC.
2. On the keyboard, hold down both the **CTRL** key and the **ALT** key and press the **DELETE** key
3. From the menu, choose "Change Password".
4. You will be prompted to enter your old password, then your new one TWICE (to confirm).
5. Click on the  to complete the process.

Acceptable Use Policy [Excerpt]

HGS Network Facilities

1. Your network user name and password is used to identify access to all networked resources, including the Internet and e-mail. It is in your own interest to ensure that your password remains confidential and not be shared with, or disclosed to, other users.
2. Network users must not access another user's account or files and must never attempt to find out or use another user's password. Any user who suspects that his/her network security has been violated should report this immediately to the Computing Services Department.
3. To help prevent unauthorised users from gaining access to network or Internet resources, connections must not be left unattended for any length of time and must be terminated as soon as work is completed. During short periods of necessary absence, users should log off the network

Advice on Part-Time Employment

Many S6 pupils may have a part-time job in the evening and at weekends during the course of the session. This can, of course, provide worthwhile experience and can help to develop specific skills – but it is also important that the pupil understand the problems associated with the demands of juggling both study and work.

The school will aim to help in a number of ways:

- The Year Tutor will provide a suitable reference if required.
- The Form Tutor will advise and monitor the amount of paid employment that the pupil personally undertakes.
- The pupil will be asked to agree, in principle, to a maximum number of 16 hours paid employment each week during term time.
- The Year Tutor will liaise with parents if it becomes apparent that employment is disrupting study and class work.

The school will endeavour to help the pupil to manage time effectively but it should be understood that Academic and Extra/Co- Curricular commitments must take precedence over paid employment.

Regulations for S6 Drivers

Members of S6 are given the privilege of being permitted to drive to and from school and to other school related activities. The form tutor will follow the pupil's progress in relation to passing tests and will ensure adherence to the following guidelines:

- Leave of absence requests for Driving Tests should be lodged with the Year Tutor at least one full week in advance.
- All pupils driving themselves to school or to school related activities must have written permission from their parents and must lodge such completed permission forms with the Year Tutor.
- Where pupils are travelling as passengers in vehicles driven by other pupils the parents of both driver and passengers must be asked for their permission (and drivers must check that they are properly insured).
- All pupils driving themselves to school or travelling as passengers in vehicles driven by other pupils are expected to behave with good sense and with proper regard for other road users.
- Pupils may not park within the School grounds and therefore they are asked to be particularly mindful of the interests of local residents when parking.

Where it is understood that these guidelines have not been adhered to the Year Tutor may liaise with parents to resolve the issue.

This form can be requested at the Year Tutor's Office

Pupil Use of Cars – Driver Consent Form

Pupil's Name..... Form Class.....

Vehicle : Make..... Model.....

Registration Number.....

Accepted passengers:

1. Name..... Form.....
2. Name..... Form.....
3. Name..... Form.....

I hereby grant permission for my son/daughter to drive to and from school or on school related activities, and am aware of the school regulations in this respect.

Signed..... Date.....

Please return to S6 Year Tutor.

Pupil Use of Cars – Passenger Consent Form

Pupil's Name..... Form Class.....

Driver's Name..... Form Class.....

Vehicle Model..... Registration.....

I hereby grant permission for my son/daughter to be a passenger to and from school or on school related activities in the above named pupil's vehicle, and am aware of the school regulations in this respect.

Signed..... Date.....

Please return to S6 Year Tutor.

Tutor Group Discussion

The small groupings of the tutor system allows for an open forum of discussion. The Form tutor will be keen to keep track of academic progress but they will also aim to discuss issues which will help pupils to make the transition from school to Higher Education more effectively. It is also hoped that pupils will contribute their own ideas for discussion and lead the group at several meetings.

Term One

UCAS applications will be the main focus for discussion in Term One of S6. Advice and discussion in relation to the Personal Statement will help tutors to develop a sound knowledge of pupils' personal characteristics and interests.

In addition, the S6 Agreement, Target Setting/ Self Evaluation and Independent Learning will be important areas to focus on as pupils progress through the reporting system towards the Preliminary Examinations.

Term Two/Three

Once UCAS applications have been completed, it is hoped that a variety of issues can be dealt with during meetings with the tutor. The following areas are starting points for discussion:

- Personal Finance
- Personal Safety
- Cyber-bullying
- Pupil Forum
- The Law
- Driving
- Voting
- CV Skills

These meetings offer pupils an important opportunity to raise issues and debate matters of concern to them.

Leadership Opportunities

The following co-curricular activities are on offer uniquely in S6. Staff supervising each activity will report on the pupil's activity in either the November or March parental report.

- The 'Buddy' System

Buddies are essential supporters of S1 pupils. Training is given in June to prepare you to welcome our newest pupils to Beaton Road. Duties will consist of visiting forms once a week and playing a part in pre-school and lunchtime rotas. Attributes required: reliability and the ability to listen.

- Kingarth Street Classroom Assistant

Assisting at Kingarth St is a weekly commitment throughout the year. S6 pupils support classes or individual pupils and help with social occasions, too.

- The Mark Scott Leadership for Life Award

Working alongside pupils from Holyrood School, pupils selected for this programme develop community programmes, eg bringing together children to bridge the sectarian divide, creating a resource for handicapped children. Pupils are invited to apply for a place; attributes required: participants must be self-starters and prepared to devote considerable time to project development.

- The Public Relations Team

Pupils willing to take responsibility for supporting the organization of specialist events and presenting the school to the public will be most welcome. Attendance at planning meetings and a willingness to work beyond school hours will be essential.

- Editor/Sub Editorship of the 'Hutchesonian'

The magazine is a vital document as it chronicles the main events, successes and achievements of the school in any particular year and contributes to the archive of historical documents associated with the school. The first magazine was published in 1650 – so pupil volunteers

must realise the extent of the responsibility they hold and have a sense of the weight of history behind them.

Places include everything from the Editor, to section editors, to the production of the cover and photographers. Work on the magazine begins in early September and runs straight through to the final week of the summer term when it is published. The process calls for a very high level of commitment but those involved will enjoy a real sense of achievement and satisfaction with the final product.

□ **The Year Book Committee**

An interest in desk-top publishing and design are assets in this group. Pupils must be able to work well with all S6 pupils and meet deadlines. Some leadership roles will be available.

□ **The Social Committee**

Pupils will be representing their year group's opinions on the facilities provided for S6 and offering any suggestions as to how they could be improved. Pupils will be required to monitor the use of the facilities. Pupils would be involved in the decision making process and would be required to work with their peers and staff. Attendance at regular meetings would be required.

□ **Senior Membership of the Pupil Forum**

□ **Young Enterprise**

□ **The Gold Duke of Edinburgh's Award Scheme**

□ **Senior membership of the EcoSchool Committee**

□ **Active Listening**

A short course in Listening Skills will be delivered in Autumn. These skills are of value across a wide range of professions but also make a strong contribution to supporting other pupils in school. Pupils must attend 5 post-school meetings to qualify for our Active Listeners' register.

□ **Responsibility in Community Action groups**

Community Action is about pupils at Hutchesons' helping other people by getting involved in the community. It might be a regular,

weekly commitment such as working in a charity shop or visiting a residential home, or a part in a specific project such as collecting goods for the St Rollox asylum seekers' centre. There are have links with a number of local organisations such as Lambhill Court, Greater Glasgow Health Board, YCSA and the community council.

□ **Pupil Supporters**

Each Year Group will select members of S6 to support activities throughout the year. There may be opportunities to act as a mentor to a younger pupil. This role cannot be taken without due thought and care.

□ **Key involvement in major Drama, Music, Debating and Sporting events**

Pupils willing to take responsibility for supporting the organization of specialist events will be most welcome in various areas of the school. Attendance at planning meetings and a willingness to work beyond school hours will be essential.

□ **Subject Teams, ie helping Art, Music, Maths**

S6 pupils with an interest in these departments may be able to help organize special events and/or support younger pupils. Reliability and commitment will be necessary to take this role.

