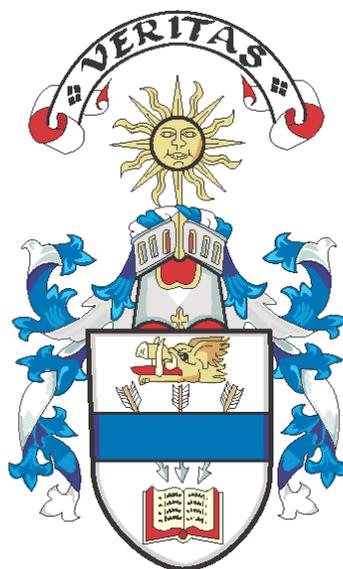


Hutchesons' Grammar School



**S6 Experience
2018-2019**

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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, e.g. 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.

*Gillian Fergusson
Depute Rector*

*Mary Flannigan
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 Bistro, Dining Room and Library.
- 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 End of Session Event.
- 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 role model for younger pupils – there is an expectation that S6 pupils will be involved with 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 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. They then should gather in the Dining Room before proceeding to Senior Assembly in the Hall on a Monday and S6 Pastoral Assembly each Tuesday in the Fotheringay Auditorium, starting at 8.50 am. Thursday and Friday mornings, 8.40 – 9.10 am, are available for Tutor Group, Leadership, Prefect meetings or UCAS commitments.

Pupils will meet with their tutor on at least one occasion per week in their tutorial group and also individually on a regular basis.

Assembly Rota

Monday – Senior Assembly 8.50 – 9.10 am

Tuesday – S6 Pastoral Assembly 8.50 – 9.10 am

Wednesday – Optional faith-based Assemblies 8.50 – 9.10 am

Attendance 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. After registering electronically, pupils should report to the Dining Hall.

Pupils who find their presence is not being registered must sign in at Reception and inform Reception Staff that they were unable to register electronically. 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, e.g. 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 office bearer/music rep	3
Significant community involvement*, incl. Duke of Edinburgh	3
Buddy, PR, 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 – 2018 - 2019

It is important to choose Open Day visits wisely and **ONLY** visit those universities you are seriously interested in attending. Every university will hold an Open Day and the full details of Open days can be found on www.opendays.com or visit the individual university website.

It may be ESSENTIAL to book or register online for some Open Days. PLEASE CHECK CAREFULLY. All Open Days are subject to change.

You must make your own travel arrangements and complete a request for absence for Open Day Form if it takes place on a school day.

Deadline Dates for UCAS

Applications for Entry in 2018

Oxbridge, Medics, Vets, Dentists (Early Applications)

- **Pupil - First Deadline – Friday 31 August**

Pupil's **DRAFT** UCAS form, including Personal Statement, should be completed for checking by Tutor.

- **Pupil - Second Deadline – Friday 7 September**

By this date forms should be complete and pupils should have 'paid and sent' their form to the referee.

The **final date** for the completed application form to be sent, by the school, to UCAS is **Monday 8 October**.

All other S6 Applicants

- **Pupil - First Deadline – Friday 14 September**

Pupil's **DRAFT** UCAS form, including Personal Statement, should be completed for checking by Tutor.

- **Pupil - Second Deadline – Friday 5 October**

By this date forms should be complete and pupils should have 'paid and sent' their form to the referee.

The **final date** for the completed application form to be sent, by the school, to UCAS is **Friday 7 December**.

IN ALL CASES:

Earlier submission of forms is advantageous especially for courses which are competitive.

This form can be requested at the Year Tutor's Office or remove this page from the booklet

Pupil Use of Cars – Driver Consent Form

Pupil's Name.....

Form Class.....

Vehicle: Make

Model and colour

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: Make..... Model and colour

Registration Number.....

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

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 (**see insert in centre pages**).
- 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. (**see insert in centre pages**).
- All pupils travelling in the cars of other pupils must be named on the driver's consent form and the passenger consent form,
- Pupils may not use their car, or be a passenger in another pupil's car, during the school day unless prior permission has been given by a senior member of staff, such as Year Tutor or SMT.
- 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.

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 endeavor 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.

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 Council
- 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 the March parental report.

□ The 'Buddy'/'Mentor' System

Buddies are essential supporters of S1, S2 and S3 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.

□ 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 S6 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 Council
- Young Enterprise
- The Gold Duke of Edinburgh's Award Scheme
- Senior membership of the EcoSchool Committee
- Citizens' Advice Volunteering

Pupils follow a supported training programme which will then allow them to provide comprehensive, quality advice and information to members of the public.
- 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 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.

- Prefects and House Captains
- Heartstart and YPI Support
- Sports Leaders

Pupils will complete the nationally recognized Sports Leaders UK Level 2 course.

- Dance Committee
- Charity Committee

