



Bedford  
Greenacre  
Independent  
School

# Sixth Form

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# Handbook

Welcome To BGI Sixth Form



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# Welcome message from the Head of Sixth Form

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## Mr Richard Woodward



First of all, I would like to welcome students to the next exciting phase in their education. Further Education courses such as A levels and CamTechs give students the chance to be able to excel in their chosen fields and here at Bedford Greenacre we will ensure that students feel supported and are able to achieve their potential. They will also develop crucial skills that will help them transition into higher education, apprenticeship or the world of work.

This transition to a new phase of study is such an exciting time in the life and education of our students. They have hopefully chosen the subjects in which they are most interested and there is a whole world of opportunities waiting for them. Our aspiration and expectation is that they will use their time in the Sixth Form to develop the values, resilience and skills to be ready to seize those opportunities.

Everything we strive to do as a Sixth Form Team is focused on helping students to make the successful transition from school student to university undergraduate, higher level apprentice or to become an employee in a rewarding and fulfilling job. To that end, we have very high expectations of our students and ask them to embrace the increased responsibilities, as well as the privileges, of being a Sixth Form student.

As a Sixth Form team we will do everything we can to support students during their time here, from guidance on how to use independent study periods, to pastoral issues, or help with university applications and other post-18 pathways. Our doors are always open and we encourage students to come and speak to us whenever they feel the need. We are lucky to have some excellent teachers at Bedford Greenacre and I would encourage students (and parents) to speak to them often, asking about their progress and sharing any concerns. Mrs Kirkham, the assistant head of sixth form, will prioritise student well-being. This is also at the heart of my philosophy. On the occasions that I am teaching Mrs Kirkham will be available to deal with any issues that the students might have. Day-to-day the year 12 students are ably supported by our vastly experienced team of tutors.

This brief outline of life in the sixth form within this handbook, will hopefully provide an outline of our hopes and expectations.

To parents and carers, we would like to thank you in advance for the support and encouragement you will give. To students, I hope that you gain a great deal from your time here and wish you every success.

Mr R Woodward  
Head of Sixth Form

July 2024



# Contact Information

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We would like to extend a warm welcome to you. In Sixth Form we prioritise fostering student independence; encouraging students to take responsibility for managing their study time, homework, and travel arrangements. Our doors are always open so students can come to see us at any time to seek advice or support. We encourage parents to reach out with any concerns or questions you may have.



For Sixth Form please call 01234 329254  
Main switchboard please call 01234 329240



[sixthform@bedfordgreenacre.co.uk](mailto:sixthform@bedfordgreenacre.co.uk)



[www.bedfordgreenacre.co.uk/sixthform](http://www.bedfordgreenacre.co.uk/sixthform)

## SIXTH FORM TEAM contact details:

Mr Richard Woodward – Head of 6th Form ([rwoodward@bedfordgreenacre.co.uk](mailto:rwoodward@bedfordgreenacre.co.uk))

Mrs Gemma Kirkham – 6th Form Pastoral Support Officer ([gkirkham@bedfordgreenacre.co.uk](mailto:gkirkham@bedfordgreenacre.co.uk))

Mrs Kerry Morris – Year 13 Form Tutor ([kmorris@bedfordgreenacre.co.uk](mailto:kmorris@bedfordgreenacre.co.uk))

Ms Helen Ross – Year 12 Form Tutor ([hross@bedfordgreenacre.co.uk](mailto:hross@bedfordgreenacre.co.uk))

Mr Adam Jones – Year 12 Form Tutor ([apjones@bedfordgreenacre.co.uk](mailto:apjones@bedfordgreenacre.co.uk))

Mrs Deena Gill/Ms Natalie Lawrence – Year 12 Form Tutor ([dgill@bedfordgreenacre.co.uk](mailto:dgill@bedfordgreenacre.co.uk) or [nlawrence@bedfordgreenacre.co.uk](mailto:nlawrence@bedfordgreenacre.co.uk))





# General Information

TERM DATES 2024/2025	
<u>Autumn Term 2024</u>	
Monday 6 September 2024	First Day of Term
Friday 19th October 2024	Last Day of First Half of Term
Monday 4th November 2024	First Day of Second Half of Term
Friday 13th December 2024 (12pm)	Last Day of Term
<u>Spring Term 2025</u>	
Tuesday 7 <sup>th</sup> January 2025	First Day of Term
Friday 14th February 2024	Last Day of First Half of Term
Monday 24th February 2025	First Day of Second Half of Term
Friday 28 <sup>th</sup> March 2025 (12pm)	Last Day of Term
<u>Summer Term 2025</u>	
Tuesday 23rd April 2025	First Day of Term
Friday 23 <sup>rd</sup> May 2025	Last Day of First Half of Term
Monday 2nd June 2025	First Day of Second Half of Term
Friday 11th July 2025 (12pm)	Last Day of Term

The School Day			
Time	Period(s)	Time	Period(s)
8.30am	Building Open to Students	12.50-13.20pm	Period 7/Lunch Break
8.45-9.00am	Morning Registration	13.20-13.55pm	Period 8/Lunch Break
9.00-9.35am	Period 1	13.55-14.25pm	Period 9
9.35-10.10am	Period 2	14.25-14.55pm	Period 10
10.10-10.45am	Period 3	14.55-15.25pm	Period 11
10.45-11.05am	Morning Break	15.25-15.55pm	Period 12
11.05-11.45am	Period 4	4pm	End of the Day
There may be occasions when we need to use either periods 7 or 8 for teaching time; in which case a student would have an hour either side of lunchtime to take a break			

# Sixth Form Expectations

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Our vision for you when you join our Sixth Form is that after two years with us you will not only have achieved some impressive academic qualifications but you will be able to access some of the best universities and careers. More than that we also sincerely hope that you will feel happy and confident to take the next step whether at university or in the workplace. We also hope that you will feel in control of your future career.

While academic excellence and fantastic teaching and learning is central to Bedford Greenacre's Sixth Form, we know that to achieve our vision we need to provide much more than this and remember that you have an important role to play.



## Our expectations

- Attend all lessons
- Be punctual
- Community – get involved in the wider school
- Deadlines – make sure that you are organized
- Enjoy whatever options you study and opportunities you sign up to

## The Sixth Form commitment

- To support your well-being
- To provide guidance on post-18 options
- Advice and help for any concerns that students and parents may have
- Ask for help if you have any concerns

# Sixth Form

## Rules and expectations

### Dress Code



Our dress code reflects the fact that the Sixth Form is a professional working environment and we ask students to dress in ways that reflect this

- A plain style/check smart business suit jacket with matching suit trousers, suit skirt or suit or co-ordinated dress with jacket. No very bright colours, leggings, jeans or chinos.
- A smart business shirt and tie, or blouse with collar.
- Skirts and dresses should be uniform in length (5cm above or below the knee) and may be fitted but not stretch material (such as bodycon) or anything considered to be partywear.
- A plain knitted jumper or cardigan under the jacket can be worn in the winter months and should be a plain style.
- Smart black/brown business shoes. Any heels should be no more than 3cm in height and toes should be covered. Trainers are not permitted.

Jewellery (Permitted items must be removed for Games):

- No more than one small stud earring in each ear
- One simple necklace and bracelet
- No more than one plain ring on each hand
- All other piercings, including stretchers and plastic retainers are not permitted on health and safety grounds.







# Sixth Form

## Rules and expectations

### Attendance, Punctuality and Absence

In our experience, regular and punctual school attendance leads to higher grades and helps establish positive routines for the future.

The school day runs from **8:30am to 4pm**. Students are expected to attend the entire day and may use free periods for private study or attending Towers gym. They may go off-site during break and lunch.

Mrs. Kirkham monitors attendance, collecting data and addressing absences. If attendance issues arise, meetings will be held to provide support. Continued issues will involve further measures with students and parents.

Students must sign in and out using the system and seek authorisation from Mrs. Kirkham or Mr. Woodward to leave for any reason. Parents must email about appointments requiring students to leave.

Please notify Mrs. Kirkham by phone or email [sixthform@bedfordgreenacre.co.uk](mailto:sixthform@bedfordgreenacre.co.uk) before 9am for any illness or absence. Late arrivals must sign in and notify Mrs. Kirkham, or it will be marked as an unauthorised absence.

Missing lessons, form time, or assembly is unacceptable for:

- Completing other homework or coursework
- Choosing to work independently
- Attending driving lessons



Holiday applications during term time will not usually be approved and will be marked as unauthorised absences.

Sometimes, students explain to us that they have missed lessons because of concerns about an upcoming deadline or wider anxiety about school or home life.

It's important to communicate concerns with subject teachers, form tutors, or the year team, as missing lessons worsens issues.

**Form Time and Assemblies** are compulsory for both Year 12 and Year 13, providing important learning and information. Attendance is closely monitored.

# Sixth Form

## Rules and expectations



### Deadlines

Students should expect more homework than during their GCSE studies, in addition to independent study for revision and consolidation. Some A levels include compulsory coursework with staged deadlines. There are also important deadlines for UCAS submissions, year council projects, and enrichment activities.

All deadlines should be regarded as firm, and students must plan their time to meet them in advance. While unavoidable circumstances may arise, affecting last-minute work, deadlines cannot always be moved. Inform teachers and the Sixth Form team of any long-term difficulties that might impact work.

Students should plan for potential "pinch points" where multiple deadlines coincide and remember that missing lessons or form time due to deadlines is unacceptable.

### Lessons Where a Teacher Is Not Present

Occasionally, a teacher will be unavailable due to illness or an educational visit. Sixth Form lessons are not routinely covered by another teacher, as cover teachers may lack expertise in A-level content and Sixth Form students should be able to work independently. Teachers will inform students of their absence and set work to be completed.



### Independent Study

Independent study time is a key privilege and responsibility in the Sixth Form, meant for academic work, lesson preparation, note consolidation, revision, wider reading, and destinations planning. Research suggests that students achieving the highest grades spend about twenty hours on independent study across their subjects and planning. Students with four subjects need to plan even more precisely.

All students receive study skills resources during their induction, discussed in Year 12 form time. Students should ask teachers for guidance on independent study activities and request additional work if needed to stretch their understanding. Excellent study facilities are available, such as the quiet study room and Towers Gym quiet space.



# Sixth Form

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# Rules and expectations



## Mobile Phones

For students in the lower school, mobile phones are collected at the start of the day and returned at deregistration. We recognise that Sixth Formers may sometimes want to use their phones for research during independent study and currently do not plan for them to follow the same rules as the rest of the school. Sixth Form students should therefore:

- Never use or have mobile phones visible in lessons, except with the explicit permission of the teacher. Students must actively seek that permission, not assume it. Phones must be on silent at all times. This also applies in the library. Not following these rules will result in a phone being confiscated.
- Refrain from using phones between lessons to ensure they are punctual and are setting an example to the rest of the school.
- Use their phones during independent study responsibly. If students are clearly watching videos, playing games or music during independent study it will result in their phone being confiscated.

To protect students and staff at Bedford Greenacre, mobile phones should never be used to photograph or make video or audio recordings of lessons, teachers or fellow students without obtaining the explicit permission of everyone involved. This should only be for academic reasons (many departments have recording equipment for such purposes in any case) and should not be posted online or shared through social media.

## Plagiarism

Plagiarism is using another person's work as your own without acknowledgment. Quoting others' work or using diagrams is acceptable if sources are cited. However, copying large text portions, especially from the internet or AI, is wrong. Plagiarism in coursework or a UCAS personal statement can lead to serious sanctions from exam boards and UCAS, which use software to detect it.

# Sixth Form Enrichment



## Enrichment and Extra Curricular Activities

Enrichment is crucial in the Sixth Form, valued by employers and universities seeking well-rounded individuals. It is valuable in and of itself and employers and universities look for 'rounded' individuals who, in addition to their academic abilities, have wider interests and skills. Writing a personal statement for a university or job application is so much easier when you have more to talk about than the fact you 'enjoy music and going to the cinema' or 'socialising with friends'.

Bedford Greenacre offers various extracurricular activities, detailed in a guide issued each term. Options include sports, drama, music, charity work, school council participation, and community contributions. Many subjects also run extracurricular visits and clubs throughout the year.

Students are encouraged to start new clubs or activities if not already offered by approaching a year team member.

## TFT – Teachers for Tomorrow Volunteering scheme

TFT is a programme that encourages our Year 12 students to volunteer in a classroom or lesson within the school. Students may choose a teacher, a subject or a year group that they believe suits them best. This programme is not reserved for those who are interested in pursuing a career in teaching, far from it. Students can benefit from helping in lessons in many ways including presentation skills, boosting confidence, gaining work experience and giving back to the wider school community.

## Work Experience

Work experience in a company or organisation that is linked to a student's possible future career or university subject is extremely important. It is often an important differentiating factor which employers or universities may use to make decisions about who they make offers to.

This is not the same as part-time work and requires some long-term planning and research on the student's behalf.

While it is not appropriate for students to arrange significant work experience placements during term time, we understand that sometimes they are offered opportunities that are too good to turn down. In such situations we will usually support students missing a few days of school, as long as they do not miss any important work in school such as assessments or group projects. Students should complete a leave of absence form which we will look at on a case by case basis.

# Sixth Form Enrichment



## Part-Time Employment

Many Sixth Form students have part-time jobs, a welcome contrast to academic study, which can develop personal skills and provide spending money. However, Sixth Form is a full-time commitment and should be the priority. Ideally, students should work no more than ten hours per week, as more can negatively impact grades.

Students should not feel pressured to work more hours and should seek support from the year team if needed. They should carefully review job contracts and ensure work hours do not conflict with school commitments. Missing school-related activities for work is generally unacceptable.



## Driving Lessons & Tests

Wherever possible driving lessons should be arranged outside of the school day. In circumstances where this is not possible, students should never arrange a driving lesson which means they miss a lesson, assembly or tutor sessions.

Driving tests may occur at any point in the school day and therefore students may need to miss some lessons or tutor time for practice immediately before the test and for the test itself. Missing more than a few lessons is not acceptable.

# Beyond Sixth Form



Planning for life beyond Bedford Greenacre starts on the first day of Sixth Form. Knowing potential future paths is a strong motivator. Throughout Sixth Form, students will receive information on university applications, apprenticeships, and work routes. Destinations planning should be a regular part of their routine.

The formal application process starts after Easter in Year 12, with guidance on courses and institutions. We provide dedicated talks, visits to university open days and Higher Education Fairs, and a detailed application guide. Students should aim for a mix of aspirational and safe courses. Applications are made online through UCAS.

The school completes a reference for each student, including predicted grades collected in the autumn term of Year 13. Teachers predict grades based on professional judgment. Students unhappy with their predictions will receive advice on balancing aspirations with realism.

Meeting the school's application deadlines is crucial. For Oxford, Cambridge, and medicine/veterinary/dentistry courses, the deadline is mid-September. For other courses, the final internal deadline is October, but completing applications by the end of September is recommended.

## Open Day Visits

Open Day visits are an important part of applying to university in helping to make the right choices.

If it is absolutely necessary to miss school time students will be allowed to do so on a maximum of three occasions during the school year.

Students should liaise with subject staff and be sensitive to the demands of coursework and any group activities in practical subjects before planning a visit.

## Blue Guide (click below)

**- BGI guide to UCAS applications**



# Beyond Sixth Form



## Apprenticeships

There are also a range of higher and degree level apprenticeships which are excellent alternatives to university. They are available in a wide range of sectors (including banking, engineering, business and management and many more) and are attractive because they can lead to degree level qualifications with no tuition fees whilst also earning a salary. In the current climate apprenticeships may be at a premium but rest assured that we will support students in any way possible with their application.

The process of applying for apprenticeships is different to university and there is no fixed timetable. It is important to remember that apprenticeships are real jobs and it is impossible to guarantee that one will be available in the right sector, at the right time, in the right location. A student may need to be flexible and have more than one plan (such as a back-up university application).

Students can research apprenticeships on the government's website and through the various links that we share with them. If they have a specific career aspiration, then it's worth looking at individual company websites.

We offer students information and guidance about apprenticeships alongside the university application system and recommend that all of our students investigate both options. There are a number of presentations and video summaries offering step by step advice on what students need to do in order to find out and choose the right next steps in their education.



## Careers Guidance, Job Seeking & References

For some students, going straight into a job is the right path for them and each year a program of support is available through the year team for those students wanting to prepare for the workplace.

The school is always willing to provide references for full or part-time job applications. If a potential employer is willing to let them, students may put a member of staff of their choice forward, although many institutions write to the Head Teacher or Head of Sixth Form. These references are normally completed by a member of the year team. It is courteous to ask for someone's permission before putting down their name as a referee. We will be positive about students in all references, but equally we must be honest in our responses, particularly in relation to attendance and punctuality!



# Sixth Form

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# Move to

# Kimbolton

# Road



In September we will return for the academic year at Kimbolton Road. Please find below some important details for the change in site:

- Arrival at school at normal time. Parking is available on site (playground) and on the surrounding roads
- Students should enter through the double doors nearest the hall. Students will be given the code for the door. This is the only door that they should use to come and go.
- On arrival students must use the digital sign in system to sign in. When they leave the building they must sign out.
- Students will be divided into form groups. Form time is an important and compulsory part of the day between 8.45-9am. There are 3 Year 12 forms and 1 year 13 form. Please see below a map of the site with rooms identified.

## Forms

- Year 12 He - Ms Ross Room 18
- Year 12 N - Mrs Gill/Ms Lawrence Room 12
- Year 12 Ba - Mr Jones Room 21
- Year 13 K - Mrs Morris Room 5
- Lunches. Students may still access school meals on an ad hoc basis. Students will need to pre-order for the day/week during form time. Lunches will be delivered to KR at 12.45pm
- Study Space. At KR we will not have study rooms. Instead we have a large quiet study room with computers for students to study during their free periods
- Common Room. Students may also choose to spend their free periods in the common room. There will be plenty of seating including study desks and computers. Students may also choose to sit outside in the playground.
- Towers Gym. All sixth form students will have the option to sign up for a Gym membership at Towers. They may use the facilities at Towers during their free periods or during breaks. There will be a shuttle bus that runs at x and x to SR which the students can use if they would rather avoid the walk.
- DT and Art students. All lessons will take place at Shakespeare Road and students will be taken and returned by minibus for their lessons. Students may make their own way there if they prefer but please ensure that you are on time for your lessons. Students that start or end the day at Shakespeare Road can go directly there in the morning or leave from there.
- When returning to Shakespeare Road, students must sign in at the main reception using the same digital sign in system. Students that are working over at SR can do so in the old sixth form or in the Art and DT rooms.
- Visitors. Any visitors must make an appointment and must be signed in by a member of staff. The front door will not be manned at all hours of the day.

# Sixth Form

## FAQs



Q: What are the contact details for the Sixth Form team?

A: You can contact the Sixth Form team on 01234 xxxxx or via email at [sixthform@bedfordgreenacre.co.uk](mailto:sixthform@bedfordgreenacre.co.uk). Main school switchboard number is 01234329240.

Q: What are the school hours?

A: The school day runs from 8:30 AM to 4:00 PM. Students are expected to attend school for the entire day.

Q: What should I do if I am going to be absent?

A: Notify Mrs. Kirkham by phone (01234 329254) or email ([sixthform@bedfordgreenacre.co.uk](mailto:sixthform@bedfordgreenacre.co.uk)) before 9 AM on the day of your absence.

Q: Can I leave school during the day?

A: During breaktimes (10.45am–11.05am) and lunchtimes (12.50pm–2pm) students may leave site to go to the gym at Towers or to get food. Students may also leave to attend driving lessons. Students must seek authorisation from Mrs. Kirkham or Mr. Woodward to leave school during the day for any other reason. Parents must email for any appointments that require students to leave the school day.

Q: How should I use my independent study periods?

A: Independent study periods should be used for academic work, including lesson preparation, note consolidation, revision, wider reading, and planning for future destinations. Students may choose to study in the 'quiet study room' or the common room. Students are not permitted to go home to study during the school day.

Q: What are the rules regarding mobile phone use?

A: Mobile phones should never be used or visible during lessons without the explicit permission of the teacher. Phones must always be on silent and should not be used to photograph or record lessons, teachers, or fellow students without explicit permission.

Q: Can I visit universities during term time?

A: Open Day visits are important, and students are encouraged to attend weekend and holiday Open Days whenever possible. The school usually supports students missing a few days of school for important visits.

Q: Are there enrichment opportunities?

A: Yes, Bedford Greenacre offers a variety of extra-curricular activities, including sports, drama, music, charity work, and school council participation. Students are encouraged to start new clubs if they have interests not currently represented.

Q: Can I have a part-time job?

A: Students are advised to limit part-time work to a maximum of ten hours per week to avoid negatively impacting their grades. Part-time work should not interfere with school commitments.

Q: What is the dress code for the Sixth Form?

A: Students are expected to dress in a way that reflects a professional working environment. This contributes to a serious academic atmosphere and prepares students for future professional settings.

These FAQs provide a quick overview of key information from the handbook. For more detailed information, refer to the specific sections of the handbook or contact the Sixth Form team directly