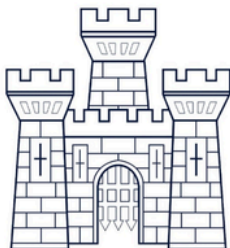


CRGS

SIXTH FORM



SUPPORTING SUCCESS

A Guide for
Parents and Carers

September 2026

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INTRODUCTION

The transition from Year 11 to the Sixth Form is an exciting and challenging time. The aim of this booklet is to help you to support your young person to adapt as quickly as possible to the demands of A Level study and life as a Sixth Form student.

Whilst it is expected that students will take increasing responsibility for their own learning and academic progress, there is an important role for parents / carers to play in this process. We hope this guide will answer any questions you might have, but if you have any queries or concerns, please do not hesitate to contact us.



WHAT MAKES A SUCCESSFUL SIXTH FORM STUDENT?

Students who achieve highly at A Level tend to demonstrate a number of consistent habits. These habits are often more important than natural ability alone.

Excellent Attendance

- Attend all lessons, registration and guidance sessions
- Aim for attendance of 95% and above

Independent Study

- Complete regular study outside lessons by planning for at least four hours of independent study per subject each week
- Read around the subject, revise and consolidate their understanding independently
- Have a suitable place to work at home

Engagement

- Engage with peers and teachers, asking questions and seeking help as appropriate
- Seek help when needed
- Participate fully in lessons and wider Sixth Form opportunities

Effective Time Management

- Use Directed Study Periods productively
- Balance academic commitments with extracurricular activities and social time
- Work no more than eight hours per week in paid/voluntary employment

Organisation

- Meet deadlines consistently
- Keep digital and paper-based notes organised
- Review learning regularly rather than relying on last-minute revision

Wellbeing

- Maintain a healthy balance between study, enrichment and personal interests
- Prioritise sleep, exercise and positive relationships



THE SIXTH FORM STUDY PROGRAMME AND CURRICULUM

The vast majority of students will start with four A Level subjects in Year 12. Students will receive their first set of Interim Grades in early November and following this they will have the opportunity to review their Study Programme and apply to drop a subject during the Curriculum Adjustment Window (CAW). There will be further opportunities to review their Study Programme in late January, and again in June. Most students will study three subjects in Year 13.

Students may also choose to study the following as additional qualifications

- Critical Thinking
- Extended Project Qualification (EPQ)
- Core Maths

How does the school help students organise their work and develop good study habits?

We aim to promote independent study and effective study habits via the Guidance Programme but also through subject teaching. It is our intention to support students as they make the transition to A Level study and encourage students to adopt good study habits early in their courses, whilst still allowing them to take greater responsibility for their own learning. In addition, subject teachers will monitor student files and offer guidance on note-taking and revision strategies. In Year 12, students also follow a “Skills and Choices” course which covers note-making, independent learning, revision strategies and time management, as well as supporting students to begin their research on their next steps. We also offer optional small group Study Skills sessions with our Librarian covering a range of topics. Students are encouraged to make good use of their DSPs (Directed Study Periods).



OPPORTUNITIES BEYOND THE CLASSROOM



Students are encouraged to participate in a wide range of extra-curricular activities. Competitive sports teams are fielded in football and netball on Wednesday afternoons. Opportunities are also available for students to undertake recreational physical activities on Wednesday afternoons in our Sports Hall at our Main School Site at Chatburn Road.



Students are encouraged to set up and run their own clubs and societies. We have a Freshers Fair in September, where new students can sign up to join these activities and meet Year 13 students. Students are also encouraged to volunteer in the local community; many students use their Wednesday afternoon for this. If students have any questions about volunteering, they should visit the Careers Office.

What leadership opportunities are available in the Sixth Form?

The Student Leadership Team currently consists of a President, a Senior Vice Presidents and 6 Vice Presidents, each with a different area of responsibility. These are appointed in the Summer Term of Year 12. These students play a significant part in the day-to-day running of the Sixth Form.



In addition, we provide students with a wide range of leadership opportunities in the Sixth Form, such as Library Prefects. These are advertised to students in the Summer Term of Year 12 and students are invited to apply. Peer Mentors receive training and are allocated to new Year 12 forms.

How does the EPQ operate?

Students are able to complete an EPQ (Extended Project Qualification). This is an opportunity to undertake an independent research project. Students work on this during Year 12, attending two lessons per week. Students are allocated a supervisor who guides and supports them to complete a 5000 word dissertation or practical project which is worth half an A Level. The EPQ is widely regarded by universities as excellent preparation for higher education.



EXPECTATIONS AT SIXTH FORM

The School Day

All students must attend their Guidance period with their Form Tutor at 8.50am on a Tuesday. Students must arrive promptly for their first lesson of the day. They are allowed to go home after their final lesson of the day. Students are also free to leave the site at other times as long as they abide by the Code of Conduct, but they must be mindful of the local community and the impression they give of themselves and the Sixth Form.

Code of Conduct

Students sign a Student Learning Agreement when they join the Sixth Form in Year 12 which outlines their responsibilities and what they can expect in return. We are very fortunate that the vast majority of our students follow the Code of Conduct, make the most of the opportunities offered and are excellent ambassadors for the Sixth Form.

Communication

How does the school communicate with students?

Students are allocated an email account which is linked to their student number. They should access their account daily to ensure that they receive important messages and careers / higher education advice.

How does the school communicate with parents / carers?

Email is our primary method of sending letters and important information to parents and carers. It is important that you provide us with your email address and let us know if it changes by emailing sixthform@crgs.org.uk. We use EduLink to communicate with parents via email as well as using EduLink for parental access to all interim and reports. You can also check details such as your young person's timetable and attendance on EduLink.



ATTENDANCE

Excellent attendance is important if students are to achieve their full potential. Routine medical, dental and optician appointments where possible should be made outside of school hours. In the event of unexpected absence, such as illness, parents should inform the Sixth Form as soon as possible, either by phone (01200 423118) or by email (sixthformattendance@crgs.org.uk) preferably by 10.00 a.m.

Any unavoidable, planned absences should be communicated to school before they occur. A 'Request for Authorised Absence' (Green Form) is available at Reception for this purpose or parents may prefer to email (sixthformattendance@crgs.org.uk). This includes attendance at University Open Days. Students may request a maximum of three authorised absences to attend University Open Days or Applicant Days while at the Sixth Form.

Permission to take holidays during term time is only granted in very exceptional circumstances. A letter or email must be sent to the Headteacher well in advance detailing the request (sixthformattendance@crgs.org.uk).

If a student feels unwell during the day they should report to Reception and we will contact a parent / carer whenever possible. Students should never simply go home due to illness without signing out at Reception.

How should unexpected absence such as illness be reported to the Sixth Form?

Parents should inform the school on the first day of unexpected absence, such as illness. This can be done by email (sixthformattendance@crgs.org.uk) or telephone (01200 423118). An answering machine is available before 8.00 a.m.



PASTORAL SUPPORT

The year group is divided into 13 forms and Form Tutors will remain with that form for two years as far as possible to promote continuity of pastoral care. Students are allocated to forms to encourage them to mix with students from a variety of feeder schools and across different subjects. The Form Tutor will work in partnership with one of our team of Senior Tutors to ensure that all students are able to enjoy their time at CRGS, maximise their potential and are prepared for the challenges of the wider world. Senior Tutors will conduct one-to-one interviews with students in the first half term of Year 12 as part of the induction process and throughout the student's time in the Sixth Form.

Who should I contact if I am concerned about my son / daughter?

You should contact your son's / daughter's Senior Tutor in the first instance. You can do this by contacting Student Support by telephone (01200 423118) or email (y12pastoral@crgs.org.uk; y13pastoral@crgs.org.uk).

How can students access support?

If students have a pastoral issue or need to talk things over, they can call into Student Support or send an email to y12pastoral@crgs.org.uk or y13pastoral@crgs.org.uk. Students can drop in to Student Support at any time, without appointment, to speak to our Student Support Managers, Mrs Thompson and Mrs Roberts. We also have a Learning and Support Mentor, Mr C Smith, who works primarily with Year 12 students, delivering Skills and Choices and providing additional academic and pastoral support. They are able to provide support and signpost appropriate services.

At CRGS, we use the Supportive Six approach:

1. We will take the time to listen to your concerns – what matters to you, matters to us
2. We will let you choose who to talk to and what you want to share
3. We will support and empower you to make your own decisions
4. We will be non-judgemental, proportionate and transparent in our responses
5. We will respect your privacy and only share information that is necessary to keep you or others safe
6. We will do our best to discuss the next steps with you and help you access appropriate and specialist support on your terms

In some circumstances, we have a legal responsibility to share information to keep our young people safe. In all situations, their wellbeing and safety are our top priority. We have a Student Counsellor in the Sixth Form who works with students on a range of issues. Students should email counselling@crgs.org.uk directly for an appointment speak to their Senior Tutor or visit Student Support.



TRANSITION



How does the school help students settle into the Sixth Form?

Year 12 students take part in an Induction Programme which includes tours and talks on various aspects of Sixth Form life, including use of the Library and details of the extra-curricular activities on offer. Subject teachers will treat the first few weeks of term as an introductory period. It is hoped that any students who feel that they have made the wrong choice of subject and wish to make a change will do so during September, so that any necessary changes can be arranged before too much work in their new subject has been missed. We also have a team of Year 13 Peer Mentors who have been trained to support students making the transition to Sixth Form life and study.



How can families support the transition to A Level study?

We know that families give a great deal of encouragement to students. Studying A Levels places increased demands on students, particularly requiring them to undertake more work outside of lessons; this should be at least four hours of independent study per week, per subject.



Subject teachers will set specific tasks to be completed outside lesson time and there will be additional reading, research, preparation and practice in all subjects. Having a suitable place to work at home in which this can be done, helps students a lot.



ACADEMIC PROGRESS

All students are given Target Grades based on their average GCSE scores (using the ALPS system). These grades are calculated by looking at the prior attainment of students with similar profiles from all schools and colleges across the country. In order to make sure that all students reach their potential, we closely monitor each student's progress against their target grades. Three times a year students receive their Interim Grades and these will be compared with their Target Grades. Subject teachers discuss these grades with the student. Form and Senior Tutors will work together to review each student's progress.

How will parents / carers be kept informed about your young person's progress?

In Year 12, you will receive three reports containing Interim Grades as well as Parents' Evening and Year 12 Examination results. In Year 13, there will be three Interim Grade reports in addition to two Parents' Evenings.

What will happen if the school is concerned about the progress of your young person?

The parents / carers of students who are significantly underachieving in more than one subject will be invited to attend a Review Meeting. These usually take place after Interim Grades have been entered by teachers. Review Meetings are supportive and aimed at helping get students "back on track" as soon as possible. An action plan will be agreed and this will then be monitored by the student's Senior Tutor.



FUTURES

We have a dedicated Careers team who can provide advice and support for students when planning their futures. Students can drop in to the Careers Office to speak to a member of the team.

How do you organise work experience and careers guidance?

Work experience is organised during the final week of Year 12. Students undertake placements in a wide variety of settings. Our Careers Coordinator is available to students in the Careers Office to advise on apprenticeships and monitor other work-based opportunities as well as Higher Education Courses. We use Unifrog to help students with their next steps research and applications.

How do you support students who don't wish to study at University?

Although typically around 85% of our students go directly to study at university, we have an increasing number of students who apply for Higher Level and Degree Apprenticeships. Some students apply to post-A Level schemes which can be extremely competitive.

We offer students guidance, information and support in accessing these attractive opportunities, in parallel with our Higher Education programme. Mrs Howard (Careers Coordinator) is able to provide personalised one-to-one support to students wishing to pursue these opportunities. An appointment can be made with her at any time.



FUTURES

How do you support the UCAS university application process?

There is a carefully calendared programme to support students through the UCAS process. Students attend the UCAS Discovery Exhibition in Manchester and are given the opportunity to visit a University Open Day as a year group. In Year 12, there is also a Careers Morning and a Futures Day. Students who are applying to Oxford or Cambridge or for highly competitive courses are given extra support with specialist programmes led by members of the Sixth Form Team. Accessit also contains useful information and links to a range of useful websites relating to Higher Education courses and apprenticeships. Students also receive a monthly Careers Bulletin which can be found on the Careers section of the website, along with lots of useful sources of information. We use the Unifrog platform to give students access to a wide range of resources about their next steps and collate their careers and Higher Education-based research.

We begin the UCAS process in the Summer Term of Year 12. Senior Tutors offer individual guidance and support to students relating to the choice of course and university. Our Careers Team are also available to support this process. Form Tutors will provide support in putting together a strong personal statement. Senior Tutors will provide a personalised reference for each student. Students are strongly advised to submit their application as early as possible and certainly by the end of November. Miss Parsons (Careers Office) can help students who are having problems accessing their UCAS account. More details are provided for parents at our Futures Evening in May during Year 12.



KEY DATES

- Year 12 Consultation Evening (online) – Tuesday 19th November 2026
- UCAS Discovery Day, Manchester – Tuesday 2nd March 2027
- Year 12 Careers Morning – Wednesday 3rd March 2027
- Cultures Day – Thursday 25th March 2027
- Internal Exams – Monday 19th April 2027 (provisional)
- Futures Day – Tuesday 25th May 2027
- MedDenVet Conference P1-3 – Wednesday 19th May 2027
- EPR Conference – Tuesday 29th June 2027
- Work Experience week – Monday 12th July 2027

CONTACT DETAILS

If you have any questions or concerns, please do not hesitate to contact us.

General Enquiries Telephone 01200 423118

Email sixthform@crgs.org.uk

Reporting Absences sixthformattendance@crgs.org.uk

Pastoral Issues / Student Support

y12pastoral@crgs.org.uk

y13pastoral@crgs.org.uk

The school website is a useful source of information and is updated regularly at www.crgs.org.uk.





CRGS Sixth Form
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www.crgs.org.uk

Telephone: 01200 423118
General enquiries: sixthform@crgs.org.uk

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