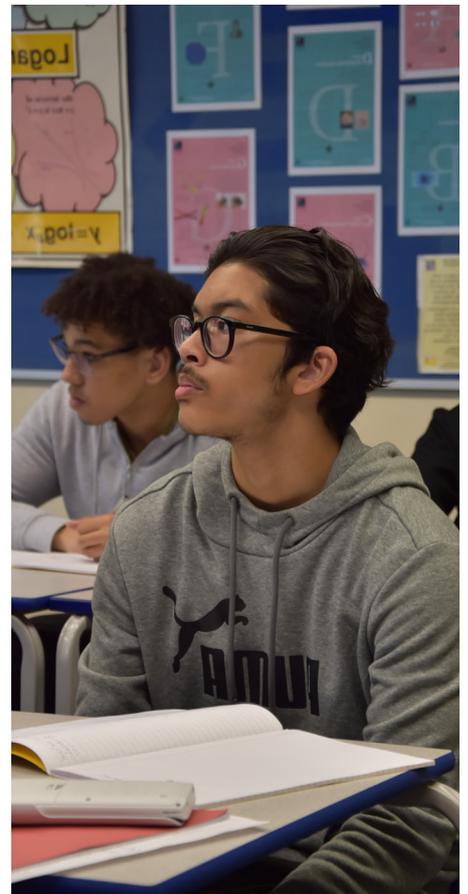




THE CAMDEN SCHOOL FOR GIRLS **SIXTH FORM**

2023/24 Year 13
Information Handbook



Sixth Form Vision & Intent

The Camden Sixth Form is committed to providing a broad, balanced and rigorous academic curriculum which will meet the needs of all the Students and enable them to fulfil their intellectual potential, and to access the best post 18 provision for themselves. We endeavour to achieve excellence in the provision of teaching and learning and to facilitate high-quality progression.

We aim to educate our students holistically and we are committed to providing the opportunities and support for students to develop skills which will enable them to take responsibility for their own learning and lives.

We encourage students to engage in the wider community through exposure to a variety of professions and organisations through our PHSEE and extra curricular programmes and our work with a broad range of external institutions. Our aim is for our students to leave us having fulfilled their academic potential and also having a clearer idea of and interest in the world around them so they become active, resilient and well informed citizens.

Contents

Welcome to Year 13	4
Year 13 Pastoral System 2023-2024	5
Student Calendar September 2023 to July 2024	6
Outline of the PSHE & assembly programme	8
Higher Education & Careers programme	9
UCAS programme for Year 13	10
How to apply through UCAS	11
Attendance	12
Punctuality	12
Signing out during lesson time	12
Attendance & punctuality in the Sixth Form	13
Sixth Form Report Card system	15
The school day	16
School term dates 2023-2024	17
Student email	18
ParentPay	18

Welcome to Year 13

from Olivia Camillo
*Director of Sixth Form &
Deputy Headteacher*



Sixth Form student artwork

Dear Y13, welcome back to the Sixth Form and the final year of your A Level studies. Y13 is a crucial stage in your academic journey and the Sixth Form Team will continue to support, encourage and advise you in all aspects of it.

Year 13 is a short year, with public exams beginning 14 May, this means you need to start the year primed and ready to put all your efforts into your studies to achieve your full potential.

Many of you will be submitting university applications, and we will support you with this at all stages of the process. We very much look forward to working with you again, and I wish you the best of luck with your continued A Level studies.

This booklet contains useful information about the key aspect of Y13. There are numerous crucial dates scattered throughout the year such as deadlines for submission of UCAS, university exams and

mock exams. Please peruse the calendar included in this booklet to make sure that no important dates get overlooked.

Year 13 Pastoral System 2023-2024

Olivia Camillo ocamillo@csg.school Director of Sixth Form & Deputy Headteacher	Pip Schofield pschofield@csg.school Assistant Head
Vaishali Londhe vlondhe@csg.school Head of Year 12	Flame Goldsworthy fgoldsworthy@csg.school Head of Year 13
Emma Smith esmith@csg.school Pastoral & Progression Coordinator	Nicola Bayley nbayley@csg.school UCAS Coordinator

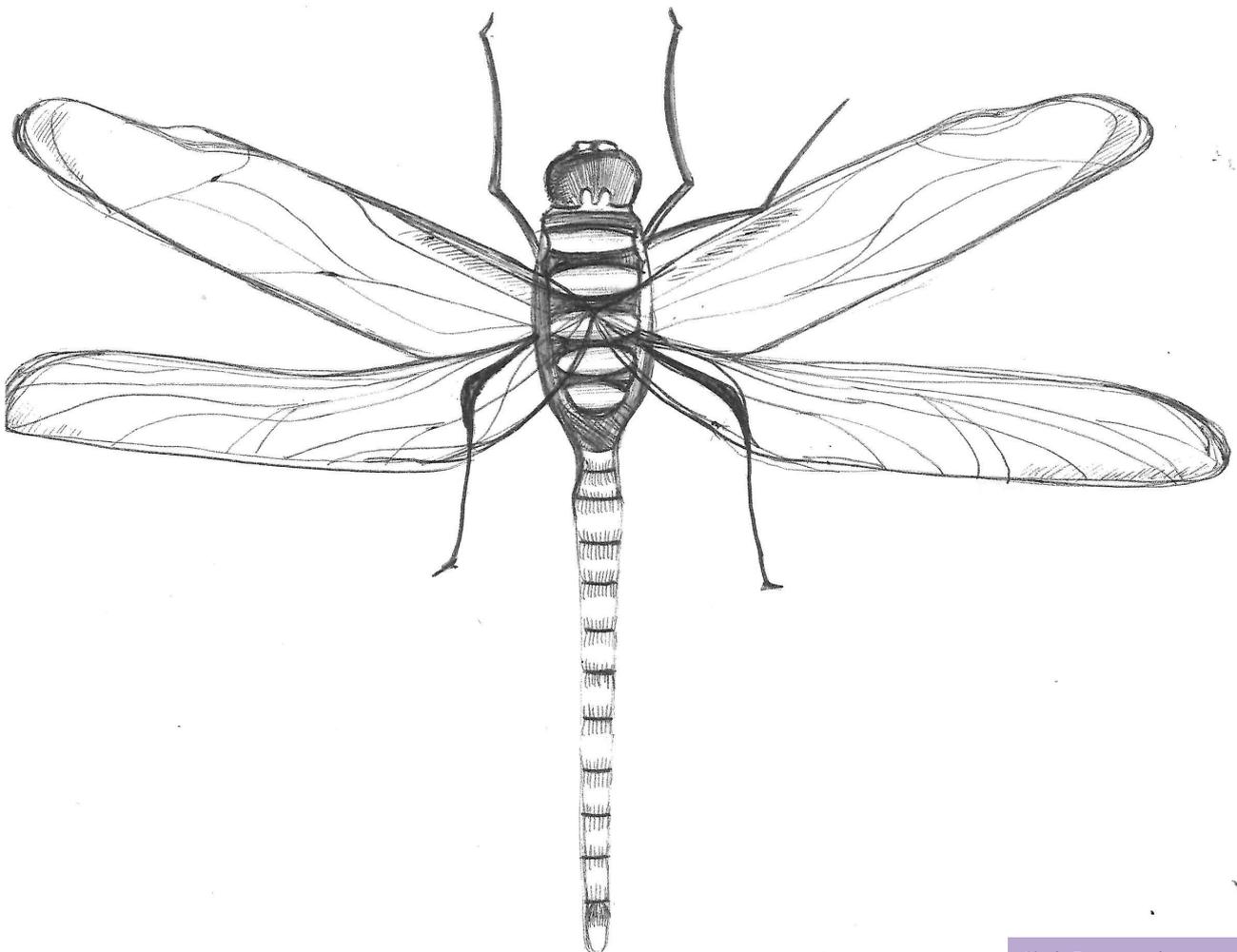
TUTOR GROUP	ROOM	TUTOR
UG01	C20	Jon Stubbings jstubbings@csg.school
UG02	3.6	Katie Totten ktotten@csg.school
UG03	C10	Sally Burns sburns@csg.school
UG04	0.4	Katie Heyes kheyes@csg.school
UG05	S13	Flame Goldsworthy fgoldsworthy@csg.school
UG06	S14	Lydia Ellis lellis@csg.school
UG07	1.10	Katharine Boardman kboardman@csg.school
UG08	S6	Matthew Deary mdeary@csg.school
UG09	S11	Elena Opinca eopinca@csg.school
UG10	3.10	Susanna Butterworth sbutterworth@csg.school
UG11	S16	Fran Spalter fspalter@csg.school
UG12	1.11	Robert Beecroft rbeecroft@csg.school Rafidah

Student Calendar September 2023 to July 2024

* PLEASE NOTE: All of the following dates are subject to change

September	Mon	4	INSET DAY
	Tue	5	Year 13 Induction (Tue 5 to Thu 7)
	Fri	8	Timetabled lessons start
	Thu	21	Year 13 Parents' Information Evening & Finance Session*
	Thu	28	Year 13 Achievement Review*
October	Wed	18	Year 11 Conference (no lessons for Year 12 & Year 13 students from 11:00am)*
	Thu	19	Year 13 Parents' Evening*
Half term	<i>Mon 23 October 2023 to Mon 30 October 2023</i>		
November	Tue	21	Open Day (Sixth Form lessons as normal)
	Wed	22	INSET DAY
December	Mon	4	Year 13 Art mock exams*
	Wed	6	Year 13 Photography mock exams*
	Wed	20	Sixth Form lessons end
Christmas Holiday	<i>Fri 22 December 2023 to Fri 5 January 2024</i>		
January	Mon	8	Spring term starts
	Tue	9	Year 13 mock exams*
	Mon	15	Year 13 mock exams ends*
	Tue	16	INSET DAY
	Wed	31	Year 13 mock exams results day*
February	Fri	9	Year 13 Progress Reviews to parents*
Half term	<i>Mon 12 February 2024 to Fri 16 February 2024</i>		
March	Wed	27	Posy making for Founders Day 1.35pm (sixth form lessons period 1-2 only)
	Thu	28	Founders Day
Spring Holiday	<i>Fri 29 March 2024 to Fri 12 April 2024</i>		
	Mon	15	Summer term starts

May	Thu	2	Sixth Form Year 13 Leavers' Ball
	Mon	6	BANK HOLIDAY Last week for Year 13*
	Fri	10	Year 13 lessons finish at 3:00pm Year 13 Leavers' Farewell from 3:00pm*
	Wed	15	A Level exams start*
Half term	<i>Mon 27 May 2024 to Fri 31 May 2024</i>		
June	Fri	21	A Level exams end*
	Wed	26	A Level contingency day (all students must be available)*
	Fri	28	INSET DAY



Sixth Form student artwork

Broad outline of the assembly & PSHE programme

Our assembly and PSHE programme enables our students to become more socially aware, more able to navigate personal and sexual relationships, to better understand the importance of their own personal wellbeing, physically, mentally and digitally. By providing our students with the opportunity to learn about and discuss an eclectic range of topics and professions, we aim to not only educate, but also to inspire and motivate them.

For Year 13 the first part of the Autumn term is spent on looking at Higher Education and progression post-18.

Our assembly speakers deliver talks across a diverse range of topics, professions and industries and always include a question and answer session.

Our key PSHE categories are listed in the table opposite:

Categories	PSHE Programme 2022/23
Being Safe at Sixth Form	<ul style="list-style-type: none"> • So Now You're in Sixth Form
Online & Digital Safety	<ul style="list-style-type: none"> • Extremism Online • Setting Boundaries - Digital • Pornography & Social Media
Mental & Physical Health	<ul style="list-style-type: none"> • Work/Social Life Balance • Eating for Wellbeing • Drugs/Alcohol • The Hive: Free Wellbeing Service in Camden
Media & Understanding Communications	<ul style="list-style-type: none"> • Journalism • Social Media Identity • Filmmaking
Understanding the World of Work	<ul style="list-style-type: none"> • International Business • Politics • Law • Sustainability • The Art World • Medicine • Writing
Equalities	<ul style="list-style-type: none"> • Black History Month • LGBTQIA+ Month • Just Like Us charity
Sex & Relationships Education/Consent	<ul style="list-style-type: none"> • Setting Boundaries/Consent • Talk Consent assembly • Sexual Health
Being Safe at University	<ul style="list-style-type: none"> • So Now You're Going to University
Financial Education	<ul style="list-style-type: none"> • Finance Skills • Finances at University • Managing Finances & Payments in Day-to Day Life
Climate Change	<ul style="list-style-type: none"> • COP27 • Fast Fashion • Natural Sciences: Towards a sustainable future

Higher Education & Careers programme

This year you will need to plan what you are going to do once you have completed your studies and exams. The school will work with you and help you make informed decisions to help you achieve your goals.

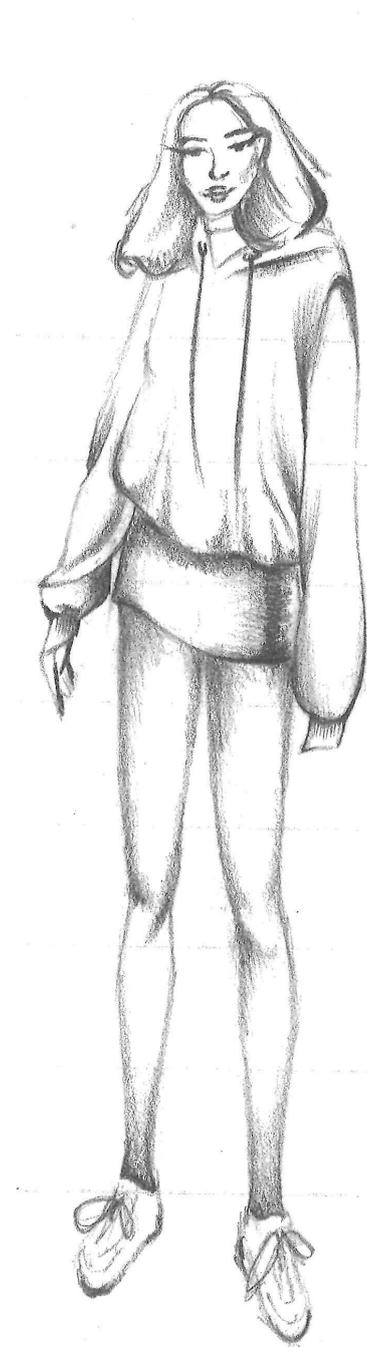
To support you with this during Year 13 you will have the opportunity to:

- Search for universities and courses in the U.K. and abroad via Unifrog and other search engines such as UCAS
- Contact the UCAS & Progression Coordinator, Ms Bayley, for individual interviews
- Access the Careers section in the main library with assistance offered by the school librarian, Ms Green
- Access the Sixth Form Careers Hub giving up to date information about a range of Higher Education or work opportunities, events and initiatives
- Benefit from UCAS support with personal statements and university choices from our UCAS Coordinator, Ms Bayley, in S12
- Attend tutorial time where you will have sessions on the UCAS application process, writing personal statement/student finance/life at university
- Attend the September Induction, when you will be given more help with UCAS procedures from admission tutors and postgraduate students

- Have mock interviews with subject specialists (for students who apply to universities which give interviews)
- Discuss your options with the careers coordinator and/or a professional careers advisor if you are not intending to enter Higher Education
- Access UCAS Extra from March, if you have had no offers from universities

By the end of Year 13

- You will have a clear understanding of opportunities available after completion of your studies and exams
- If your results mean that you are not accepted by your chosen universities you will know how to access CLEARING and who to contact for help
- You will have had the possibility to apply for paid work placements or internships
- You will feel confident about facing life after Sixth Form!



Sixth Form student artwork

UCAS programme for Year 13

AUTUMN TERM

- UCAS Coordinator available full time for drop in help on all aspects of the process
- UCAS forms sent off once completed
- Deadline for Oxbridge applications and any applications for Medicine, Dentistry and Veterinary Science is **16 October 2023** (internal deadline: **end of September**)
- Deadline for all other applications **31 January 2024** (internal deadline: **Christmas**)

September

- Induction over 3 days
- Oxbridge and medical students to have one on one interviews at beginning of term
- Workshops with admissions tutors on personal statements
- Students should register for entrance exams/admissions tests with the Exams Office by **15 September 2023**
- Students who need to sit UCAT or LNAT tests do so outside school and must register themselves independently
- Oxford/Cambridge/Medicine/Dentistry/Veterinary Sciences applications submitted to school by **30 September 2023** (internal deadline)

October

- Music Conservatoire applications to be submitted through UCAS

- Conservatoires by **2 October 2023**
- Oxford/Cambridge/Medicine/Dentistry/Veterinary Sciences UCAS deadline **16 October 2023**
- BMAT, TSA and Cambridge Pre Interview Tests in school **18 October 2023**
- All other Oxford tests **19 and 20 October 2023**

November

- Mock interviews held for Oxford and Cambridge candidates and other early applicants

December

- All university applications submitted by **22 December 2023** (internal deadline)
- Oxford and Cambridge interviews

SPRING TERM

January

- Oxford and Cambridge decisions second/third week of January
- Last UCAS forms sent to UCAS by **31 January 2024** - UCAS forms sent after this date are late entries and may not be accepted
- Art Foundation applications completed usually by **end of January** at the latest - portfolio submissions, interviews and offers throughout the Spring term (students should check individual college deadlines and portfolio requirements)

SUMMER TERM

May

- **End of May** - deadline to apply for student finance

June

- Early June - students confirm firm and insurance choices via UCAS Track
- 'Extra' applications for those not holding an offer or those who have rejected all offers, so long as they have used all 5 places on original UCAS form

July to August

- Into Results and Clearing processes

A Level results are published on Thursday 15 August 2024. Students in Year 13 who hold university offers should be in this country so that they can ring universities or take any other action necessary to secure a place on a course, should their results not meet the original offer. Parents and teachers are not deemed to be acceptable substitutes by universities.

How to apply through UCAS

All students are provided with a UCAS application booklet via school email which details every section in the UCAS form with a guide to writing the personal statement. Please see booklet printed at the back, Please also see the Oxbridge Schedule for Students applying to Oxford or Cambridge. Parents can contact our UCAS Coordinator, Ms Bayley.



Sixth Form student artwork



Attendance

Attendance in lessons, assembly and tutor times is registered electronically by subject teachers and tutors. The tutor will follow up any absences.

If lateness or absence continues without authorisation the student will have an interview with their Head of Year and parents will be informed.

Persistent absence can be a reason for exclusion.

Punctuality

Students who are more than 10 minutes late will not be allowed into lessons as it is too disruptive. Late students will be given work and sent to the library or Sixth Form quiet study area to complete the work.

Students will be expected to return to their lesson five minutes before the end of the period to collect any homework set. Students will also have to attend an after school detention on the following Wednesday.

Persistent lateness can be a reason for exclusion.

Signing out during lesson time

Students who feel unwell and wish to go home or have an approved appointment during lesson time must sign out in the Sixth Form Office before leaving. (This is not only essential for our attendance procedure but is also a Health & Safety requirement in case of fire).

Students wanting to leave in the middle of the day due to illness will need to get permission from their Head of Year before signing out with the Attendance Officer.

Attendance & punctuality in the Sixth Form

In the event of an absence a phone call from the parent/guardian to the Sixth Form Attendance Officer (direct line: 020 7482 8206) with a message is required on the morning of absence. Alternatively, an email can be sent direct to the Attendance Officer on sixthformattendance@csg.school. Subsequent illness of five days needs to be validated by a medical certificate. Any persistent non-attendance may result in referral to the school nurse or even exclusion.

Attendance must be no less than **96%** in an academic year

Lessons are of vital importance as you work through the curriculum with your teachers and develop the skills necessary to perform well in the exams and in the coursework components. If you miss any of these you will have significant gaps in your learning. Tutor time and assemblies are mandatory and should not be missed as these are times when tutors track pupil progress and extend their learning beyond the confines of the curriculum. This means that hospital, dental, optician appointments, driving lessons and sessions to interview people for projects should not normally take place when lessons are timetabled. If you are going to be absent because of a visit or field study for other subjects then inform your other teachers. It is your responsibility to copy up notes, obtain work sheets and see whether work has been set.

The following are examples of reasons for absence which would be acceptable:

- Medical/hospital/dental appointment unable to be organised outside school time supported by an appointment card or letter
- University interviews supported with a letter or other evidence
- Interviews with proof
- Bereavement/funeral of family or close friend
- Work Experience arranged or agreed by school
- Court appearance, probation meeting or appointment with Connexions personal advisor
- Representing school/county/country at sport or other extra-curricular activity
- School planned or authorised trips
- Sitting external examinations
- Driving test
- Genuine disruption to the student's mode of transport with supporting evidence
- Infrequent/emergency care required for a member of the family or other person for whom the student has caring responsibilities
- Religious holiday (applied for in advance: limit 3 days in the academic year)
- National Union of Students official business
- Territorial Army or cadet events

The following reasons for absence would not be acceptable:

- Driving lessons
- Holidays taken during term-time
- Part-time job, including training associated with part-time job, which is not part of the student's course programme
- "Personal problems" unless supported by Pastoral Care Staff
- Non-emergency appointments
- Sleeping in or missing train/bus
- Family excursions, leisure activities, birthdays, etc.
- Minor aches and pains
- Working at home so missed tutor time/assembly/lesson
- Frequent care for sibling/relative, unless alternative arrangements made for continuing the curriculum
- **MUSIC FESTIVALS and other excursions should be strictly limited to holiday time**

A foreseen absence should be reported to the Sixth Form Attendance Officer. **Verification from a parent/guardian or an appointment card/letter is required to authorise any absence.**

Where an absence genuinely could not be foreseen in advance and a parent/guardian is unavailable, the student should make arrangements to notify the Attendance Officer as soon as possible on the day in question that they will be missing classes. **Students cannot self-certify an absence** unless they can provide an appointment card or letter.

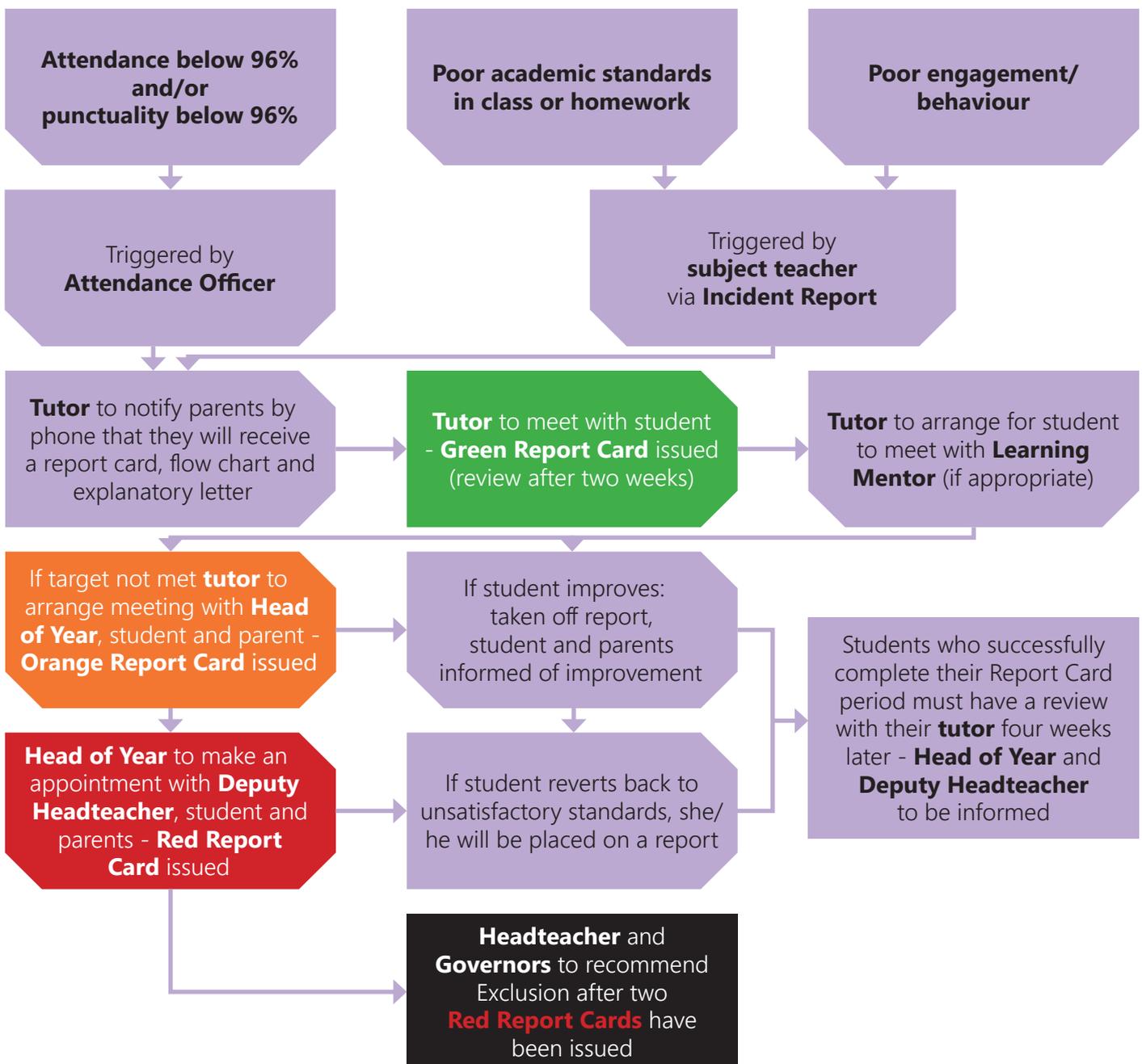
The school will **not** automatically accept repeated sickness as a reason for authorised absence.



Sixth Form student artwork

Sixth Form Report Card system

If we are concerned about a student's behaviour, attitude to work, attendance or punctuality we follow the below Report Card system to monitor their improvements.





The school day

PERIOD 1	09:00 - 09:40
PERIOD 2	09:40 - 10:20
PERIOD 3	10:20 - 11:00
BREAK	11:00 - 11:20
PERIOD 4	11:20 - 12:00
PERIOD 5	12:00 - 12:40
LUNCH	12:40 - 13:30
PERIOD 6	13:30 - 14:10
PERIOD 7	14:10 - 14:50
PERIOD 8	14:50 - 15:30



Sixth Form student artwork

School term dates 2023-2024

AUTUMN TERM	
Autumn 1	Monday 4 September 2023 to Friday 20 October 2023
Half Term	Monday 23 October 2023 to Monday 30 October 2023
Autumn 2	Tuesday 31 October 2023 to Thursday 21 December 2023
Christmas Holidays	Friday 22 December 2023 to Friday 5 January 2024
SPRING TERM	
Spring 1	Monday 8 January 2024 to Friday 9 February 2024
Half Term	Monday 12 February 2024 to Friday 16 February 2024
Spring 2	Monday 19 February 2024 to Thursday 28 March 2024
Spring Holidays	Friday 29 March 2024 to Friday 12 April 2024
SUMMER TERM	
Summer 1	Monday 15 April 2024 to Friday 24 May 2024
Half Term	Monday 27 May 2024 to Friday 31 May 2024
Summer 2	Monday 3 June 2024 to Wednesday 24 July 2024
IMPORTANT DATES	
Sixth Form Open Day	Tuesday 21 November 2023
Founder's Day	Thursday 28 March 2024
A Level Results Day	Thursday 15 August 2024
INSET DAYS	
Autumn term	Monday 4 September 2023
	Wednesday 22 November 2023
Spring term	Tuesday 16 January 2024
Summer term	Friday 28 June 2024

Student email

In line with the E-Safety Policy all emails to the student from the school or individual teachers will only be sent via the student's school email address.

Homework, messages etc. from students to teachers/school **must** only be sent from the student's school email.

It is imperative Students check their emails daily as they will receive a great deal of important information via Email. Ms Bayley, our UCAS Co-Ordinator sends regular advice and reminders of deadlines to Students.

ParentPay

ParentPay's unique web application allows parents/guardians to make secure online payments for all school charges, for example, school lunches, trips, extra-curricular lessons and enrichments, thus eliminating the need for students to carry money whilst at school. You will receive a ParentPay activation letter at the beginning of the Autumn term.



Sixth Form student artwork

This is our opportunity to say our final good-bye to students and teachers. We very much look forward to seeing you there.



Friday 10 May

YEAR 13 LEAVERS' FAREWELL
**STRAWBERRIES
& CREAM EVENT**



3:00 pm to 4:00 pm - Presentations & Goodbyes in S5

4:00 pm to 5:00 pm - Refreshments & Music in the Common Room



THE CAMDEN
SCHOOL FOR GIRLS
SIXTH FORM