

Bexley Grammar School



Sixth Form Handbook

Intellect, empathy, courage

developing compassionate leaders

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BGS Sixth Form

Bexley Grammar School has a high achieving, over-subscribed Sixth Form with highly committed, well qualified staff, excellent resources, a wealth of extra-curricular activities, all of which go toward creating a dynamic learning environment and providing an enriching educational experience for our students.

Our aims and expectations for Sixth Formers:

- To Promote Academic Excellence
- To Develop The Personal And Academic Abilities Of All Our Students
- To Ensure That Every Student Successfully Participates In All Aspects Of The School Life (Sporting, Music, Drama, Art, Languages And The Environment)
- To Develop The Leadership Potential Of All Students Through The Setting Of High Standards Of Behaviour, Appearance, Achievement And Endeavour
- To Take An Active Role In Leadership Of The School
- To Take Responsibility For Own Learning
- To Promote The School Ethos To Younger Students



School Map



Meet the Team

Who?	Role?	Where can I find them/how do I contact them?
Mr H J Gilmore	Headteacher	Headteacher's Office
Mr S Auckland	Deputy Head Designated Safeguarding Lead	SFC2 Office
Mr T Martin	Assistant Head, Head of Sixth Form	K1 Office martin_t@bexleygs.co.uk
Miss N Aspill	Head of Year 13	English Department aspill_n@bexleygs.co.uk
Miss E Roberts	Head of Year 12	L12 Office roberts_e@bexleygs.co.uk
Mrs T Leffen	IB Administrator/ UCAS Coordinator	L6 Office Mon, Thurs & Fri only leffen_t@bexleygs.co.uk
Mrs Kendall	IB Administrator	L6 Office Mon, Tues & Wed only kendall_e@bexleygs.co.uk
Mrs S Jeffery	Attendance Officer	Attendance Office jeffery_s@bexleygs.co.uk
Mr C J Asker	Oxbridge/Early Application Specialist Director of Learning KS5	L6 Office asker_c@bexleygs.co.uk
Ms J Caley Gardiner	Careers and FE Advisor	L6 Office Mon - Wed only caley-gardiner_j@bexleygs.co.uk
Mrs B Coller	SE/AN Coordinator	S1 Office coller_b@bexleygs.co.uk
Miss H Elsabagh	School Counsellor	Room between M10/M11 Wed - Fri only elsabagh_h@bexleygs.co.uk
Mr P Cowlard	School Counsellor	Room between M20/M21 cowlard_p@bexleygs.co.uk

Who to see if you need support?

Various challenges may appear during your time in Sixth Form, however, here at BGS, we have lots of support in place to help you through these difficulties. Please seek the support you require as soon as possible, so that we can act quickly and support you as best as we can. This is not a complete list, please remember that any member of staff will listen to your needs so speak to whoever you feel most comfortable talking to.

Academic

Issue	Who to see
Subject work/homework/assessments	Your subject teacher. Speak to them at the end of the lesson or send them an email.
Feeling overwhelmed with workload	Speak to your Form Tutor. Create a priority list. If necessary, speak to your Head of Year.
ToK assessments	Look at the ToK Google Classroom. Speak to your ToK teacher.
EE	Look at the EE master document. Speak to your EE supervisor.
CAS	Check the CAS Google Classroom. Speak to your Form Tutor.

Social/Emotional

You may encounter challenges during your time in Sixth Form that may affect your studies and it is important that you speak to someone *as soon as possible* so that we can help. Your first point of contact is your **Form Tutor**. They will listen to you and will be able to direct you if you need further support. Your **Head of Year** is another member of staff whose door is always open - please do not hesitate in coming to ask for help. Mr Martin, **Head of Sixth Form**, is always available also. It doesn't matter who you speak to, **any** member of staff will support you, so choose whoever you feel most comfortable talking to.

At BGS we have two fantastic school counsellors, who see individual students depending on their needs. Your Head of Year or Mr Martin will have to make a referral for you to see the School Counsellor and it may be that other support is offered first.

Outside of school there is a growing number of resources available. Please refer to the [Sixth Form Wellbeing Booklet](#) and/or the external agencies below.

If you are concerned about a friend, please encourage them to speak to a member of staff. If this isn't possible, raise your concerns with a member of staff.

Remember, speak to someone as soon as possible so that we can get you the right support

Contact	Telephone number	Email	Other information
CRISIS/EMERGENCY/SUICIDE			
Police and Ambulance Service	999	---	Contact if you or another is in immediate danger
YoungMinds Text Service	TEXT 85258	---	Texts answered by trained Volunteers and are free
Samaritans	116123	jo@samaritans.org	www.samaritans.org
CALM	0800 585858	---	www.thecalmzone.net
PAPYRUS	0800 068414 TEXT: 07860 039967	pat@papyrus-uk.org	pat@papyrus-uk.org
BEREAVEMENT SERVICES			
CRUSE	08088 081677	helpline@cruse.org	www.cruse.org.uk
SOBS		email.support@uksobs.org	www.uk-sobs.org.uk
DEPRESSION			
Mind	03001233393 TEXT: 'SHOUT' to 85258	info@mind.org	www.mind.org.uk
YoungMinds	08088 025544 Text: YM to 85258	ymenquiries@youngminds.org.uk	www.youngminds.org.uk
The Mix	08088 084994	---	www.themix.org.uk
ANXIETY			
Anxiety UK	03444 775774 TEXT: 07537 416905	---	www.anxietyuk.org.uk
No Panic	03007 729844 24hr Crisis Line: 01952 680835	---	www.nopanic.org.uk
CBT Online	---	---	www.getselfhelp.co.uk
SELF-HARM			
Self-injury Support	08088 008088 TEXT: 07537 432444	tessmail@selfinjurysupport.org.uk	www.selfinjurysupport.org.uk
EATING DISORDERS			
ABC	Book a call online	---	www.anorexiabulimiare.org.uk
b-eat	08088 010677	help@beateatingdisorders.org.uk	www.b-eat.co.uk
PSYCHOSIS			
Rethink	03005 000927	info@rethink.org	www.rethink.org
SaneLine	03003 047000	---	www.sane.org.uk
Hearing Voices	01142 718210	nhvn@hotmail.co.uk	www.hearing-voices.org
ONLINE COUNSELLING			
Kooth	---	---	www.kooth.com
LGBT+ SUPPORT			
LGBT Foundation	03453 303030	helpline@lgbt.foundation	https://lgbt.foundation/
Stonewall	---	---	www.stonewall.org.uk

Apps

There are many Apps you can download that have ideas of how to self-help and information about support.

CRISIS/EMERGENCY/SUICIDE
StayAlive http://www.prevent-suicide.org.uk
BEREAVEMENT SERVICES
Child Bereavement UK http://childbereavementuk.org/our-app
Apartofme https://bounce.works/apartofme/
DEPRESSION
MindTools http://www.mindtools.org
BASE http://www.solentcamhs.nhs.uk
HeadSpace www.headspace.com
Moodometer http://myhealthapps.net/app/details/363/moodometer
ANXIETY
SAM http://sam-app.org.uk
Youper http://www.youper.co/start-now
SELF-HARM
CALM HARM http://www.stem4.org.uk/calmhalm/
EATING DISORDERS
Recovery Record http://www.recoveryrecord.com/
Rise Up Warriors http://www.recoverywarriors.com/app/
PSYCHOSIS
Emoods http://emoodtracker.com

Sixth Form Provision

Independent study is a crucial part of the IB course and here at BGS there are plenty of spaces that you can use during your private study periods, before school, at break and lunch and after school.

K1

*Computer access, mobile phones permitted, **no** food or drink*

Located: Between Jubilee and Languages block

This new Sixth Form area is a popular place to spend private study periods. Study booths and computers spread around the room enable everyone to get on with their work; there is an expectation of focussed and productive study. Mr Martin's office is located in K1.

The Library

*Computer access, **no** mobile phones, **no** food or drink*

Located: First floor M corridor

The library is a study area for all year groups. There are a huge range of books that can support your IB courses. The librarian, Mrs Carey, is there to help you. Please check the library door for opening times.

L12

*Computer access, mobile phones permitted, **no** food or drink*

Located: First floor languages block

L12 has many computers exclusively for Sixth Form students. Again, it's a quiet area used for individual study and the adjacent office is often occupied by a member of the Sixth Form team.

L6

*Mobile phones permitted, **no** food or drink*

Located: Ground floor languages block

L6 is a silent study area. Work not needing a computer can be done here. Again, it's an area used exclusively by Sixth Form students and it's a good place to go if you need to focus. Many of the Sixth Form team can be found in the offices in L6.

Sixth Form Centre

Mobile phones permitted, food or drink permitted

Located: Opposite the canteen, by the field

The SFC is a space for 6th Formers to eat their break or lunch or do group work during the school day.

Upper Hall

***No** mobile phones, food or drink permitted*

Located: Hall

This is a space exclusively for 6th Formers to spend their break or lunch. Eat and enjoy your free time.

These areas are for **silent study**. At break or lunch please use the Sixth Form Centre to socialise.

The Sixth Form School Day

8.30 am : Registration in form rooms

8.35 am : Period 1

9.25 am : Period 2

10.15 am : Break

10.35 am : Academic Monitoring

10.55 am : Period 3

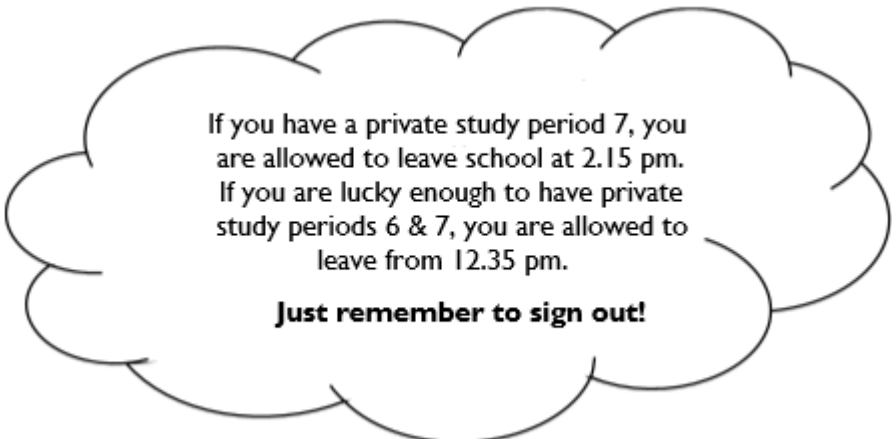
11.45 am : Period 4

12.35 pm : Lunch

1.25 pm : Period 6

2.15 pm : Period 7

3.10 pm : School Day Ends



If you have a private study period 7, you are allowed to leave school at 2.15 pm.
If you are lucky enough to have private study periods 6 & 7, you are allowed to leave from 12.35 pm.

Just remember to sign out!

Lunch

Sixth Form students are allowed to leave the premises for lunch but must use the biometric system to sign in and out on exit and arrival, using the door in the canteen.

It is not permitted to bring hot food, bought externally, into school. Failure to adhere to this rule, will result in the removal of the privilege to leave school at lunch.

Attendance and Punctuality

All students must aim to be in their classroom at 8.20 am ready for registration to begin at 8.30 am. If you arrive after 8.30 am, please use your biometric fingerprint to enter the school via the Sixth Form doors or sign in the late books located in the Attendance Office. Students who are late to school three times, will be entered into a Thursday morning detention. Subsequently, every three lates will incur a detention. This will reset at the start of each term.

Students' parents are contacted regarding their punctuality by the Attendance Office. Emails are sent each morning informing parents if their child arrived late for school. Failure to attend a Thursday morning detention at 7.30 am will result in a Friday morning detention at 7.30 am as well as a Friday after school detention at 3.15 pm. Students who truant lessons will be required to attend a Friday afternoon detention.

Students who arrive after 9.00 am will automatically receive a detention on Friday morning at 7.30 am. They will also lose the privilege of leaving school at lunchtime, and leaving school early if they have a free period and will have to sign in at the Attendance Office for a week.

Sickness/Medical Appointments

If you are unwell, parents need to inform the school each day of absence by leaving a message on the attendance line (020 8304 8538, option 1) or emailing Mrs S Jeffery (jeffery_s@bexleygs.co.uk). If you are unwell during the school day, students should report to Mrs S Jeffery in the Attendance Office.

If you need to leave early for a medical appointment, parents should email Mrs S Jeffery or leave a message on the attendance line stating the details of your appointment prior to the day. Students should sign out in the Attendance Office and sign back in again if they return to school after their appointment.

Dress Code

- All students should be wearing a smart blazer/suit jacket at all times;
- All students should be wearing either skirt suits or trouser suits with blouses or formally collared shirts;
- Where a trouser suit and a formally collared shirt are worn, a tie must also be worn;
- Dresses, denim and leggings are not permitted;
- Trainers are not permitted;
- Skirts should be knee-length and of smart appearance. Short stretchy skirts are unacceptable;
- A smart jumper is optional but must be worn underneath a suit jacket; it does not replace a suit jacket or blazer.

Failure to adhere to the dress code will result in a uniform detention on Thursday after school.

Consistent failure to adhere to the dress code, will result in the student being sent home to change.

BGS Bursary

Students who are entitled to Free School Meals (FSM) will automatically be eligible for a weekly bursary payment. If you previously attended a school outside of the Bexley Borough, you will need to apply again on the Bexley Council website. Payments are made every half term, in arrears, directly to the student and is based on good attendance and punctuality.

Students who are not eligible for Free School Meals but have a household income of less than £25,000 per year can apply for a one-off discretionary bursary payment to help with course expenses. Applications can be made in Year 12 and again in Year 13 and evidence is required. Please see Mrs S Jeffery in the Attendance Office or email her for details. Scientific calculators are also available for those receiving the bursary.

Mobile Phone Policy

Students may bring their phones to school but they must be out of sight and unheard between 8.30 am and 3.30 pm except for Private Study, break and lunchtime in designated Sixth Form areas (SFC, K1, L6, L12). It is important that Sixth Form students set an example to lower school students by not using their phones anywhere else in the school, including corridors, in the canteen and outside.

House System

Every student is sorted into one of our six houses here at BGS: **Collins**, **Johnson**, **Kirkman**, **Mabbs**, **Prothero**, and **Wellman**. You will be told by your form tutor what house you are in.

The House System offers an opportunity for friendly competition in many different activities, not just sports activities but arts and others (e.g. House Chess). The House year starts with Sports Day each June where you gain points for your placement in each sporting activity (points come from all the year groups of your house), and the year ends at the end of the Spring Term when the winners of the House Cup are crowned.

Each House has a Head of House, a teacher, who will oversee the House and is helped by the House Captains. Sixth Formers can apply to be House Captains early in the Spring Term and can do assemblies in your House assembly, which happens every fortnight. In the weeks without House assemblies you will have House form time where a House Captain will come to every form in the House and give a presentation or do other activities.

The House System allows you to meet more people easily in the year, in different House assemblies and activities, and gives you a real sense of belonging to one of the many communities in the school. It is worth pointing out that in sixth form your academic classes are not confined to students of particular houses, all sixth form students are mixed academically.

PSHCE

Once a week during Academic Monitoring you will do Life Skills. Your form tutor will deliver the sessions and your assemblies during the half term will link to what you have been learning. During your time in Sixth Form you will cover the following areas:

- Settling in and Sixth Form Life
- Friendships and Relationships
- Study Skills
- Drugs
- Wellbeing
- Literacy
- British Values
- Sexual Health
- UCAS / Next Step Applications
- Finance
- Mental Health
- Consent and Contraception
- Work Life
- Post-School and Travel

Creativity, Activity and Service

BGS will offer lots of opportunities for our IB students to undergo CAS activities. IB students can speak to department staff to make their CAS events suit their interests or organise your own outside of school. Please speak to your Form Tutor for other CAS questions or check the CAS Classroom, where there is lots of guidance and advice.

What Is CAS?

CAS stands for Creativity, Activity, and Service. Think of CAS as the “active” component of your IB course, outside of the classroom, which will combine aesthetic, athletic, creative and service-minded activities.

CAS should involve:

- Real purposeful projects, with significant outcomes
- Personal challenge – tasks must extend the student and be achievable
- Thoughtful consideration, such as planning, reviewing progress, reporting
- Reflection on outcomes and personal learning

The emphasis is on learning by performing real tasks that have real consequences and then reflecting on these experiences over time.

Requirements of CAS:

- Six Events, including at least one Project.
- Continual involvement over a period of 18 months
- C, A & S equally balanced throughout portfolio
- Evidence that the seven Learning Outcomes have been achieved
- Evidence the five stages of CAS (investigation, preparation, action, demonstration and reflection)

Leadership opportunities at BGS

At BGS, there are loads of opportunities for leadership, all of which will help you with your applications after Sixth Form. Taking on one of these opportunities is a good idea, but remember that you have lots of Sixth Form commitments! All of these positions will be advertised during the year, so keep an eye out for notices.

Role	Responsibilities	Who to contact?
Subject Prefect	Dependent on the department but often includes supporting younger students, organising and running events	Subject teacher or Head of Department
House Captains	Help run house events, advertise events to younger year groups, support form tutors with the delivery of house form, run rehearsals in preparation for competitions	Head of House
Peer Mentors	Listen to students' problems effectively and deal with disclosures appropriately. Work closely with a year 7 form and run one-to-one mentoring	Mrs Shrimpton & Miss Elsabagh
Student Ambassadors	Represent the school at open evenings and parents' evenings	Mr Martin
Senior Prefects	The student voice for the Sixth Form, who meet weekly with the headteacher. Help at induction events, open evenings as well as plan assemblies and speeches.	Mr Martin
Primary School Science Leader	Deliver weekly science clubs at local primary schools over a 6 week period.	Mrs Moore

Extra-Curricular Opportunities

There are a variety of opportunities available to the sixth form at Bexley Grammar School. All students are welcomed and encouraged to be part of the school community. Many departments run clubs where students can participate and perform; some departments ask Sixth Form students to take a leading role in helping younger students. If there isn't anything you fancy, we are always happy to try to accommodate, or, we encourage Sixth Form students to take lead roles in creating new and exciting opportunities for students within BGS. All of the below (and any new clubs) are a great way to build your CAS portfolio.

Club/Society Name	What does it involve?	Whom to contact? Teacher or Sixth Former?
Redefy	Student led club, debating current affairs	Mr Martin
Senior Science Society	Student led club, discussing science related current affairs. Attending science talks at local Universities	Mrs Moore
STEM Club	Delivering weekly STEM activities from September 2020	Mrs Lusted
KS3/4 Science Mentoring	Mentoring Year 8/11 students in science	Dr Numbere, Miss Petrie & Mrs Moore
KS2 Science Transition Project	Delivering Data logging investigation activities to Year 6	Mrs Moore
Senior Book Club	Reading a classic or contemporary novel - one per half term - and meeting to discuss it	Mr Griffin Mr Griffin
English and Film Lecture Series	A series of lecture by visiting authors/academics	
Senior Basketball	Recreational senior basketball after school. Occasional fixtures	PE Department
Culture Club	Regular trips to theatre/concerts for Sixth Form	Ms Hanington
Senior Football	Sixth Form football team	Ms Skinner & Mr Mackle
LGBT+ Alliance	A safe space to discuss LGBT+ issues, open to anybody regardless of their gender identity and sexual orientation.	Ms Orchard & Ms Contini
Senior PE	Recreational PE on a Wednesday afternoon, subject to timetable	Mr Lines
Feminist Society	A weekly meeting to discuss issues of gender equality, analyse literature/films through a feminist lens etc	Ms Contini
Synfonia	Bexley Grammar's Orchestra for instrumentalists Grade 4+. Wednesdays after school, MUI.	Mrs Goddard

Senior Choir	4-part choir - no prior musical experience necessary! Just sheer enthusiasm! Mondays after school, MUI.	Mrs Goddard
Chamber Choir	Advanced vocal ensemble. By audition only. During Academic Monitoring, day tbc.	Contact Mrs Goddard to register your interest.
Big Band	BGS Big Band - saxes, brass, rhythm section. Grade 4+. MUI, Tuesday after school Rhythm section players need to audition Improv group follows after, subject to audition	Mrs Goddard
Flute Choir	For all flautists grade 5+. During Academic Monitoring, day tbc	Mrs Casling
Brass Ensemble	For all brass players grade 3+. During Academic Monitoring, day tbc	Mrs Goddard
String Orchestra	After-school group for string players of all levels (violin, viola, cello, bass). After school, MUI, day tbc	Mrs Goddard
Rock School	Guitarists, keyboardists, drummers, and vocalists all welcome. MUI, Fridays after school	Mr Ross Please email in advance.
MFL Debate Club	Debating and arguing in teams. Persuading a judge to see your point of view re: topical issues in a foreign language	Ms Reed
Young Enterprise	Business Management students can set up and run their own business	Mrs Harris
School Productions	School shows have lots of opportunities for sixth form; you can act, costume design, choreograph, paint set, help direct, do hair/ makeup, be an usher The first show is usually performed in December and starts rehearsing/ preparation in September	Mr Otley
Drama Club	Work with years 7-9, helping to develop their Drama skills and enjoyment of the subject. You get to lead the sessions and share what you love	Mr Otley & Mrs Mitten
KS3 History Club	Work with Years 7-9 on a range of different projects on wider aspects of History	Mr Goodall
Top Universities Group	A forum for Sixth Form students interested in strengthening their application to the most competitive universities	Mr Asker
Medicine Society	A group for aspiring Sixth form medics to share ideas, research, Work Experience opportunities and test practice	Mr Asker
Law Group	A forum for Sixth Form aspiring law students to read about and discuss legal matters and join in law-based competitions	Mr Asker

Notes