



CAISTOR GRAMMAR SCHOOL

SIXTH FORM HANDBOOK

We seek to use lively minds, to work hard, to develop all our talents and to grow through sharing, to be the best version of ourselves.



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Welcome

At Caistor Grammar School Sixth Form we are committed to our students; everything that we do, and offer is about helping you meet and fulfil your potential.

The guidance and opportunities we provide help you to build confidence and ensure your success, whether that be in moving onto higher education or into your chosen career. We expect you to show similar commitment by working to the best of your ability, taking greater responsibility for your learning and being a positive influence within our school and wider community.

Study at A-level can often be demanding: expectations are greater and the workload can often be greater than you are used to.

We recognise and understand this. We will support you to cope with these increased demands, keeping your wellbeing as our first priority.

We are proud of all that we do and offer at Caistor Grammar School and hope you have a happy and successful two years as a Sixth Form Student at CGS.

Mr Kay

Head of Sixth Form

General Information

The school day

Sixth Form students have a degree of flexibility built into their school day. This is a privilege, not a right, and therefore can be withdrawn if appropriate. Full details of the school day, along with a map of the school, can be found on the school website.

Financial support

We offer the 16-19 bursary to support students financially, as well as other possible bursaries or scholarships. If you feel that you may struggle financially with the costs associated with full-time study, for example, with books, dress code, travel expenses etc. you may be eligible for a bursary. Please feel free to come and talk confidentially to a member of the Sixth Form team. Further information can be found [here](#).

Parking and road safety

Unfortunately there are no parking facilities for students at CGS. If you do drive, please park off site, safely. There is a car park on North Kelsey Road, at the Town Playing Fields, available for CGS use. Parking is also available at the Town Hall, Co-Op and Market Place, but hours are restricted. Please be courteous to our neighbours; park sensibly and avoid parking on Church Street, where possible. Once you have parked at the start of the day, we expect cars to remain parked until the end of the school day. Driving during private study or lunchtime should be avoided, unless there's an exceptional reason. If you are planning to drive to school, we kindly ask that you register your details by completing the form [here](#) and then send via e-mail to Mrs Kirman (vicky.kirman@caistorgrammar.com).

Academic monitoring

You and your parents will receive three Progress Reviews in Year 12 and two in Year 13 - reporting attainment and attitude to learning. Targets will be set in agreement with your subject teachers.

There is one parents evening a year and additional 'by invitation' appointments which are offered to help support students of concern. Dates for all of these can be found on page 4. All students will meet our KS5 Academic Tutor, Mrs Stones, across your time in Year 12.

Personal and Professional Development

Our Personal and Professional Development lessons are timetabled for Period 1 on a Monday and Friday. Wednesday period 1 is currently optional but is subject to change. There may be the occasional need to require students to be in school on a Wednesday morning, though we aim to avoid this where possible. Our Personal and Professional Development programme can be found on the school website, with leadership opportunities summarised later on in the handbook.

Wednesday afternoons are timetabled for Personal and Professional Development. Typically, opportunities involve Sport, EPQ, Performing Arts leadership, Young Enterprise and a range of other activities. Attendance is compulsory for Year 12 for at least one double lesson.

There are also a number of different opportunities for volunteering at CGS, either within or outside of school. More information will be made available to you throughout the year but we encourage experience of medical facilities, working with primary school children and volunteering at the Heritage Centre.

We also offer the Duke of Edinburgh's award alongside other student-led societies and clubs (MedSoc as an example). We have such a wide range of societies and clubs available at CGS, that we have two Senior Prefects in charge of the organisation! More information will be given out at the start of the academic year, and if we don't have a club that you would like to join, please feel free to speak with staff or the Senior Prefect Team.

The School and Sixth Form Council

We have an extremely active whole School and Sixth Form Council; a forum for debate and action, that is led by the Senior Prefect Team. If you want to get involved in changing the school for the better, this is the place to do it!

Looking after you and your wellbeing

Various challenges may appear during your time in Sixth Form that may affect your studies. 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. If your form tutor is unavailable, your Head of Year is another member of staff whose door is always open.

Outside of school, there are a growing number of resources available, including YoungMinds (youngminds.org.uk) and Kooth (kooth.com). A full list of named pastoral and safeguarding contacts is included later in this handbook.

Our Personal and Professional Development programme

The wellbeing of our students is a priority and we wish for them to develop confidence and responsibility and make the most of their abilities. Students are guided to be independent thinkers, emotionally resilient, empathetic, well behaved and socially responsible, enhancing the opportunities for promoting spiritual, moral, social and cultural development.

We encourage our students to feel positive about themselves and guide them to develop a proactive approach to their own wellbeing, engaging in PPD to discover and to enhance their skills and attributes. We want them to move on from us to the next stage of their lives with a sense of direction and purpose. The school website contains links to further information about the PPD content here.

We will broadly cover:

- Health and wellbeing
- Living in the wider world, including careers education
- Relationships and sex education

Dates for your diary

Year 12

Event	Date
Information Evening	Thursday 10 th September
Autumn Progress Review to parents	Friday 11 th December
Mid-year internal examinations	January to February 2027
Spring Progress Review to parents	Friday 19 th March
End-of-year internal examinations	Monday 24 th May – Friday 11 th June
Parents' Evening	Tuesday 29 th June
Summer Progress Review to parents	Tuesday 13 th July

Year 13

Event	Date
Autumn Progress Review to parents	Friday 6 th November
Parents' Evening (online)	Wednesday 9 th December
Mock examinations	Tuesday 5 th Jan – Friday 15 th Jan
Spring Progress Review to parents	Friday 26 th February
Study leave begins	TBC
A-level examination period	TBC
Results day	Expected Thursday 12 th August 2027

Attendance

Attendance directly impacts upon student attainment. Students with a better attendance are often noted as attaining at a higher level and achieving more success than those with poorer attendance.

Illness/appointments

If you are off sick, you must get a parent/carer to phone the school office explaining your absence before 08:30am. The absence will not be authorised without this. If you don't let us know about your absence, a safeguarding phone call will be made. A phone call must be made to the school for every day of your absence. After three consecutive days of illness, your tutor may contact home to look into any support that may be needed. Our Sixth Form attendance policy is available on request. Please note, attendance is monitored regularly and students who are failing to meet our expectations will be invited to an initial meeting. Following this, if no improvement is made, your place at CGS will be reviewed.

You should, as much as possible, make appointments (doctor, dentist etc.) outside of school hours. Should you have to attend an unavoidable appointment during school time, the online form must be completed **in advance** of the appointment. This will ensure that we have a record of where you are and avoid a safeguarding call being made by a member of staff. A link to the form can be found [here](#). If you are ill during the school day you must inform the school office, who will contact home on your behalf.

If you are arriving or leaving the school site due to a planned appointment then you must sign in and out at reception. You are allowed to leave the school site during non-contact time, but again, you must sign in and out using the INVENTORY system in Casterby House.

Attendance monitoring

Parents/carers will receive a letter each half term informing them of your attendance percentage. This can also be seen on the MCAS app. The letter will state the category of attendance you fall into. These are in line with those determined by the DfE. If you do not fall into the category of 'good' attendance, support is offered to you and your family. If concerns are raised, the process for attendance below 95% is summarised below:

Stage 1 – attendance below 95%

A letter will be sent home if your attendance falls below 95%, informing your parents that attendance has fallen below the expected level.

Stage 2 – attendance below 90%

Should attendance not improve, a School Attendance Panel (SAP) meeting may be arranged, where your parents/carers will be invited to a meeting with a member of the Sixth Form pastoral team and/or the Attendance Officer.

Stage 3 – attendance below 85%

Your parents/carers will be contacted again and invited to a further meeting to discuss and implement strategies to support improved attendance. In line with the whole school policy, if you accumulate 10 sessions (2 a day) of unauthorised absence in a 10-week period, this would cause you to progress to stage 4.

Stage 4

Should there be no genuine reason or circumstances to explain this level of absence the school reserves the right to withdraw the Sixth Form place permanently.

Sixth Form Dress Code

Sixth Form students are leaders in our School community. Your dress and appearance must therefore be appropriate to support and encourage the ethos of Caistor Grammar School. This dress code has been agreed following consultation with the Senior Prefect Team and Sixth Form Council.

Appearance is required to be smart, clean and respectable:

- Hair must not be dyed unnatural colours. Extreme fashion cuts and styles are not suitable.
- Make up should be discreet. Body piercings or tattoos are not acceptable. Apart from the ears, and one small nose-stud, no other visible body-piercings are permitted.
- Students may choose to wear a non-smart watch. Other jewellery may be worn but should be discrete.

Dress code

Students should wear:

- Suit/collared jacket or jumper with a non-collared shirt/blouse.
- Otherwise a formal shirt/blouse with collar (polo shirts are acceptable **only** once summer uniform is declared by the Headteacher). The shirt/blouse can be long- or short-sleeved. Ties are not compulsory.
- Formal tailored trousers/skirt
- Smart low heeled or flat shoes/boots. **No** trainers, flip-flops, sandals or stiletto heels.
- No long socks or patterned tights.

Students *may choose* to wear:

- Smart cardigans/jumpers
- Smart business dresses
- Roll-neck jumpers (can be worn with a collared jacket)

The following items are **not** permitted for Sixth Form students at CGS:

- Headwear including baseball caps or hats (unless for religious reasons)
- T-shirts or football shirts
- Sweatshirts/hoodies
- “Strappy” tops or tops that reveal the shoulders. Shoulders should remain covered at all times.
- Leggings
- Logos and/or slogans on clothing must be appropriate and discreet
- Tracksuits (except for sport at authorised times)
- Shorts or combat trousers/shorts
- Denim or leather/faux leather clothing of any description, including jackets, skirts or jeans
- Ugg style boots/Converse casual style shoes or boots

Outdoor coats must be removed when in the classroom.

Skirts and tops must be of an appropriate style and length. Midriffs and shoulders must not be revealed.

CGS staff reserve the right to judge clothing or appearance as unsuitable.

The ultimate decision on whether clothing is acceptable rests with the Headteacher, Deputy Headteacher and the Head and/or Deputy Head of Sixth Form. Students may be required to change if their dress is deemed unsuitable for school. These lists are not exhaustive and serve only as guidelines. Persistent failure to comply with these requirements will result in a student being subject to KS5 sanctions.

The Use of Mobile Phones

Acceptable use of mobile phones & portable devices for students

You must follow the following rules if you bring your mobile phone to school:

- Student mobile devices will **not be seen, used or heard** from entering the school site (including travel to and from Navigation Lane) until you have left the school site.
- You may only use your mobile phones during lessons if your teacher specifically allows you to and for a learning purpose only.
- You cannot take photos or recordings (either video or audio) of School staff or other students, without their consent.
- Avoid sharing your contact details with people you don't know and do not share other peoples contact details without their consent. Similarly, don't share your phone password or access codes with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff online.
- Don't use your phone to send or receive anything that may be criminal. For instance, 'sexting'.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
- Do not use vulgar, obscene, racist, sexist, derogatory or homophobic language while using your phone or when using social media. This language is offensive and can cause significant distress.
- You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.
- Access to your mobile phone/portable device is a privilege and not a right.

Sixth Form Students

Years 12 & 13 can only have access to mobile phones in Casterby House and the Coffee Club, but not anywhere else in school. You cannot upload any images or films to social media platforms during the school day.

Casterby House

As a Sixth Form student, you have access to Casterby House. As such, you have a responsibility for the general tidiness and cleanliness of the social spaces, kitchen and study rooms. KEEP IT CLEAN! It is important that we respect the school environment. During non-contact time, you are welcome to use Casterby as a study area. Classrooms C1, C2, C3, and C4 are not to be used as social spaces at any time.

Coffee Club

Coffee Club in Lower Lindsey, the school dining room, is available to Sixth Form students only, during non-contact time until 2:20pm each day. There are also other venues off-site which you can use, such as the Heritage Centre.

Supported study sessions

You will also have supported study sessions on your timetable. These are compulsory, registered sessions that will be monitored by a member of staff. These sessions help you to develop the necessary routines and independent study for the future.

There are a range of expectations for these sessions:

- You will have 10 minutes at the beginning of the session to organise your work. This will be followed by silent study for the remainder of the session.
- Seating arrangements are at the discretion of the supervising member of staff.
- You are permitted, with permission of staff, to use mobile phones to listen to music only, using headphones. Phones should not be on display nor shared with other students.
- You must plan, in advance, what work you are going to complete. When studying A-levels, there is always work that can be completed. If you want to achieve your full potential, you must make the most of the learning opportunities that you are provided with.
- You are expected to remain in the room assigned for the supported study. Please do not make arrangements with other students/departments without the authorisation of the member of staff supervising the session. Failure to adhere to this guidance may result in sanctions being imposed.

Leadership Opportunities

Role	What it involves
Subject mentors	Help students in the lower years by volunteering to mentor them in a specific subject.
Bus prefects	Work with the school and bus companies to maintain a safe journey to and from school. Become a key member of the school community and help us to improve.
Student Services Team	Be the first point of contact for students at the entrance to the school. Develop your communication and interpersonal skills.
Wellbeing mentors	Help students in the lower years by volunteering to support them in their mental and social health.
Senior Prefect Team	Lead the strategic direction of both the Sixth Form and School by applying to become Head Boy/Girl or one of the other positions.
Sixth Form Council	Support the strategic direction of the Sixth Form by volunteering to become your tutor groups 'voice' on the Sixth Form Council.
Society leaders	Lead a society within school. Interested in studying Medicine? Take part in the weekly meetings of MedentSoc. Looking to study Law? LawSoc may pique your interest.
Performing Arts	Interested in musical theatre? Take part in our annual production either on stage or behind the scenes are part of the tech team.
Young Enterprise	Create and run a successful company and take part in a national competition to gauge your progress and success.
House Captains	As a member of the Sixth Form you have the opportunity to become a House Captain, leading and supporting students in sport, music and drama.
Volunteering	A range of volunteering opportunities are available working in collaboration with many local businesses, including work with primary school children and at the Heritage Centre. Develop your skills in preparation for life after CGS.

University Applications & UCAS

Whether you're a Year 12 student starting to think about your options, or a Year 13 student in the middle of your application, this section is your reference point for the university application process.

Key dates for 2026-27

Date	What's happening	Who this applies to
September 2026	UCAS applications open	Year 13
15 October 2026 (25 th September internal)	Deadline for Oxford, Cambridge, and most Medicine, Dentistry and Veterinary Science courses	Year 13 applicants to these courses
25 January 2027 (18 th December internal)	Main UCAS deadline for the majority of courses (check with individual universities, as this can vary)	Year 13
TBC – usually March	Oxbridge conference (Priory LSST, Lincoln)	Year 12
TBC – usually June	UCAS Discovery Day (University of Hull)	Year 12

Exact dates vary year to year — always check ucas.com for the definitive deadline for your course, as some universities and courses (particularly Medicine, Dentistry, Veterinary Science, Oxford and Cambridge) close earlier than the main deadline.

The application process, step by step

- Register with UCAS and begin your application through the UCAS Hub.
- Research courses and universities — attend open days where possible, and use Unifrog and the Discover Uni website to compare courses.
- Draft your personal statement — CGS applicants are working to the new three-question UCAS format (why the course, how your studies have prepared you, what else you've done to prepare).
- Submit your course choices (up to five, or four for Medicine/Dentistry/Veterinary Science plus one non-clinical reserve choice).
- Request your reference — your form tutor and subject teachers will provide input, and Mr Kay coordinates references for the year group.
- Submit your application via the school before the relevant deadline.
- Respond to offers — you'll typically have a Firm choice and an Insurance choice once offers are received.
- Results day — collect your results and confirm your place, or explore Clearing if needed.

Personal statement support

CGS offers structured support for personal statements throughout Year 12 and the start of Year 13, including:

- One-to-one feedback from the Head of Sixth Form, subject teachers and form tutor
- Dedicated PPD sessions
- Guidance on the new three-question UCAS format, which applies to all 2026 entry applications

References and predicted grades

Your UCAS reference is written using input from your subject teachers. Predicted grades are based on your performance across Year 12 and, if applicable, the start of Year 13.

Who to speak to

Query	Contact
General UCAS process and course choices	Subject teachers/form tutors/pastoral leads
Personal statement feedback	Subject teachers/form tutors/pastoral leads
Oxbridge applications	Subject teachers/form tutors/pastoral leads
Medicine, Dentistry, Veterinary Science applications	Subject teachers/form tutors/pastoral leads
Apprenticeships and alternative routes	Pastoral leads
Finance, student loans and bursaries	Pastoral leads/visiting speakers

Apprenticeships & Alternative Pathways

University isn't the only route after Sixth Form, and CGS supports students exploring apprenticeships, degree apprenticeships, and direct entry into employment or training just as much as those applying through UCAS.

Degree apprenticeships

Degree apprenticeships combine paid employment with part-time university study, leading to a full degree with no tuition fees. Popular routes among CGS students in previous years have included engineering, accountancy, law, and digital/technology roles with employers such as Wilkin Chapman.

Higher and standard apprenticeships

These offer structured, paid training leading to recognised qualifications without a full degree. Applications typically open later than UCAS, so it's worth researching your sector of interest from early in Year 12.

Where to find opportunities

- UCAS Apprenticeships (apprenticeships.ukas.com)
- Unifrog's apprenticeship search tool
- Individual employer websites for larger graduate/apprenticeship schemes

Who to speak to

Individual departments relevant to your chosen field of study.

Key Platforms & Logins

You'll use a number of school and external platforms throughout Sixth Form. This page brings them together in one place.

Platform	What it's for	Login details
Student Portal	Timetables, resources, homework, attendance records	Your school email and password
Unifrog	Careers exploration, university and apprenticeship search, personal statement builder	Your personal school e-mail and password
UCAS Hub	University applications	Register directly at ucas.com
School email	All official school and UCAS-related correspondence	Provided at enrolment

Please check your school email regularly, including during study periods and holidays — UCAS, university, and apprenticeship communications are time-sensitive.

Pastoral & Safeguarding Contacts

Various challenges may come up during your time in Sixth Form. Your first point of contact is always your form tutor, but the named contacts below are there if you need further support.

Role	Name	Contact
Head of Sixth Form	Mr Kay	James.kay@caistorgrammar.com
Deputy Head of Sixth Form	Mr Hay	Andy.hay@caistorgrammar.com
KS5 Academic Tutor	Mrs Stones	Deborah.stones@caistorgrammar.com
Designated Safeguarding Lead	Mr Kemshall	Steven.kemshall@caistorgrammar.com
School counsellor	Mrs Gray	Sally.gray@caistorgrammar.com

Outside of school, support is also available from:

- YoungMinds — youngminds.org.uk
- Kooth — kooth.com (free, anonymous online support for young people)

Contact Us

- Phone: 01472 851250
- Website: www.caistorgrammar.com

Social Media

- Facebook: @SixthFormatCGS
- X (Twitter): @Caistor_cgs
- LinkedIn: @CaistorGrammarSchool