



# HILLVIEW

## SIXTH FORM

### INFORMATION BOOKLET



# 2024-25

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We look forward to your child joining us at Hillview Sixth Form. Sixth Form is a unique period of time where students evolve from uniform wearing secondary school pupils with all their time timetabled and planned for them to being able to wear their own clothes\* and having an amount of non-contact time on their timetable\*. Being a Sixth Form within a school, some practices will remain the same and some will change. This document will assist you to navigate Sixth Form as a family.

### **DATES FOR DIARY**

Thursday 19 <sup>th</sup> September	School Photographs
Thursday 26 <sup>th</sup> September	Year 12 Team Building Trip
Thursday 24 <sup>th</sup> October	Last day of term
Friday 25 <sup>th</sup> October	Inset Day
Monday 4 <sup>th</sup> November	Inset Day
Tuesday 5 <sup>th</sup> November	Start of term
Thursday 21 <sup>st</sup> November	6 <sup>th</sup> Form Open Evening
Friday 22 <sup>nd</sup> November	Inset Day
Friday 20 <sup>th</sup> December	End of Term
Tuesday 6 <sup>th</sup> January	Start of Term
Thursday 13 <sup>th</sup> February	End of Term
Friday 14 <sup>th</sup> February	Inset Day
Tuesday 22 <sup>nd</sup> February	Start of Term
Friday 4 <sup>th</sup> April	End of Term
Tuesday 22 <sup>nd</sup> April	Start of Term
Thursday 22 <sup>nd</sup> May	Year 12 Parent Evening
Friday 23 <sup>rd</sup> May	End of Term
Monday 2 <sup>nd</sup> June	Start of Term
Wednesday 22 <sup>nd</sup> July	Inset Day
Friday 22 <sup>nd</sup> July	End of Academic Year

## CORE INFORMATION

### Attendance & School Timings:

We are a full-time provision and at the current time Year 12 students are expected to attend school for whole school days, on a daily basis. All sessions listed on a student's timetable are compulsory to attend to achieve the statutory AM and PM registration required by the Local Authority. This includes attending Mentor time.

**Any absences must be reported by a parent to the Sixth Form via 01732 778894 or the emailing [sfabsence@hillview.kent.sch.uk](mailto:sfabsence@hillview.kent.sch.uk) before 8.30am.**

It is preferable to contact the sixth form office via the above telephone number or direct email address, rather than the main office telephone number or email to assist with accuracy of reporting.

If a student has not registered for their first scheduled session, including mentor time and the sixth form office has not been notified an absence text will be sent to parents/carers.

Attendance percentages are monitored and should a student's attendance fall below 95% due to unauthorised absence their sixth form privileges may be revoked and their place in the Sixth Form may be in jeopardy. They may also be required to meet the cost of any examination fees.

### Timetable:

Hillview Sixth Form operates a rotating Week A/Week B timetable with lessons being different in Week A and Week B. There are 5 lessons day, Monday to Thursday and 4 lessons on Fridays. You child will have a timetable compiled of Mentor time, 9/10 hours of lessons per core subject, Assessment Hours, Assembly, Personal Development Learning and Enrichment. Registers are taken for all timetabled sessions listed above and **attendance is compulsory**. Non-attendance will be sanctioned as outlined in our behaviour policy.

**Any non-contact sessions are shown on timetables as blank sessions. Year 12 are required to stay on site for all non-contact sessions until it is agreed in writing by the 6<sup>th</sup> Form Team that they leave site during non-contact.**

Parents can view their child's timetable on the Arbor app/portal.

Outside of the structured timetable it is expected that students undertake, on average, at least 5 hrs of independent work/research/reading per core subject.

## Timings of the School Day

Monday-Thursday		Friday	
8.40-9.00	Mentor	8.40-9.00	Mentor
9.05-10.05	Period 1	9.05-10.05	Period 1
10.10-11.10	Period 2	10.10-11.10	Period 2
11.10-11.30	Break	11.10-11.30	Break
11.30-12.30	Period 3	11.30-12.30	Period 3
12.35-13.35	Period 4	12.35-13.35	Period 4
13.35-14.25	Lunch	13.35-14.05	Lunch
14.25-15.25	Period 5	14.05-14.10	Mentor

### Dress Code:

Our Sixth Form Dress Code has a focus on practicality and context-dependent dressing. Students should be warm, comfortable and dressed in a manner that would be suitable in a work environment. We recognise that clothing policies in many work environments now favour a relaxed approach for everyday dressing and feel it is appropriate to replicate this in our Sixth Form Dress Code.

Please see further details of the dress code at <https://www.hillview.kent.sch.uk/wp-content/uploads/2024/04/HILLVIEW-SIXTH-FORM-DRESS-CODE-2024-25.pdf>

All applicants will receive a copy of this at their sixth form meeting and enrolment to assist them in preparing for Sixth Form life.

If a student does not comply with the dress code and they are unable to rectify it then and there, they will be sent to home to change clothing or footwear. They will also receive a breaktime detention scheduled for the following day.

The sixth form lanyard must be WORN AT ALL TIMES whilst onsite so Sixth Form students can be quickly and easily identified as a member of the Sixth Form community.

**< Dress Code >**

**You are role models to the rest of the school.**

Please bear this in mind when getting ready for school.

If representing the school at formal events you will be expected to dress accordingly.

**DON'T WEAR:**

- Trainers
- Short Shorts
- Cropped tops
- Flipflops / Sliders
- Ripped or torn clothing
- Strappy / Off-shoulder tops
- Sports Wear *inc. joggers and hoodies*

**DO WEAR:**

Casual  
but suitable  
for a work  
environment

• *Skirts above the knee should be worn with opaque tights*

## **Role Model Behaviour of Sixth Form Students**

We expect our sixth form students to be mindful that they attend a provision with students aged 11 years old upwards and as the eldest students within the school environment they are role models to the year groups below and must, therefore, conduct themselves in an appropriate manner at all times.

Students should abide by the expectations outlined in the Sixth Form behaviour policy which can be found here: <https://www.hillview.kent.sch.uk/wp-content/uploads/2024/01/Behaviour-Policy-2023-24.pdf>

As students with greater freedoms than the lower school, sixth form students should not congregate outside the school entrances at any time and will treat the school environment and surrounding residential areas with respect, this includes but is not exclusive to not smoking, vaping or littering.

Students should ensure they are courteous and polite in all interactions with Hillview staff, fellow students and members of the local community.

### **Arbor**

Hillview School for Girls uses the Arbor website and portal to provide an integrated school information platform which draws together all student's information and the varying facilities you need to use as a parent. This includes: student timetable, attendance, community & behaviour points and homework.

The Arbor app for parents can be downloaded from the App or Google Play Store. Currently, students can only access the Arbor website to view their information, including timetable and homework. However, this can be added to the homescreen of their device to assist with their time management and organisation. Further information and help guides can be found via the school website (Hillview.kent.sch.uk) and clicking the 'Parents' link in the top right corner.

If you are the parental contact of a new applicant to Hillview Sixth Form you will be sent a separate email requesting that you set up your Arbor account, as Arbor is an online system which enables parents and students to input the majority of contact and application information directly into their account. If your child already attends Hillview School for Girls and are joining the Sixth Form, please ensure your details are correct and up to date via the app/web portal.

### **Sixth Form Contract**

During the Sixth Form application process, all students complete and sign a Sixth Form Contract. Please ensure they have read this document carefully prior to starting sixth form so they are fully aware all the sixth form expectations. A copy for your information can be found within the online admissions forms (page 9) - <https://www.hillview.kent.sch.uk/wp-content/uploads/2024/04/SIXTH-FORM-CONTRACT-2024-25.pdf>

## **Contacting the Sixth Form Team**

Please contact Mrs Mole, our Sixth Form Administrator, regarding absences, lateness, general queries or concerns.

Direct contact details are: molel@hillview.kent.sch.uk , 01732 778894. If we are not available please leave a voicemail and you will be contacted as soon as possible.

## **FREQUENTLY ASKED QUESTIONS**

### **Appointments, driving lessons and work!**

As a student enters sixth form they also start to reach milestones which give them access to more freedom outside of school life, which is all part of growing up. This includes getting a driving licence and entering into paid work. Although we understand the excitement that these freedoms bring, we do not want them to impact on the long term aim of gaining three excellent Level 3 qualifications to move them forward in their chosen pathway. Therefore, please note that driving lessons should not take place during school hours (between 8.40am and 3.15pm). However, we do permit time taken off for the theory and practical driving tests as these appointments can be limited. We also stipulate that a student should not be undertaking more than 8 hours a week in part time work. We ask that wherever possible medical appointments take place outside of school hours. (Unless a pre-determined hospital appointment that cannot be re-arranged).

### **Mentors / Mentor time**

All students are assigned a mentor and meet with their mentor everyday. During this time mentors will take the register, communicate key notices to students, deliver mentor time tasks to develop their current affairs knowledge, enhance research and study skills as well as creating a cohesive cohort through fun activities. As well as the above, mentors will monitor academic progress, behaviour, provide pastoral care as well as being the parent's first point of contact between them and the school.

### **Bring Your Own Device / Laptops**

If a student has their own laptop, we are happy for them to use them at school and during lesson time. Please see our ICT Policy here: <https://www.hillview.kent.sch.uk/wp-content/uploads/2023/03/ICT-inc.-Canteen-and-Copying-CCTC-2022.pdf> At Hillview, we have a limited number of laptops for use during lessons and unfortunately, are unable to loan laptops to students.

### **Changes to Programme of Study**

Upon starting sixth form, students will have a window of time, normally until mid-September – exact date to be confirmed - to make any changes to their programme of study. After this time, changes can only be made in exceptional circumstances and with authorisation from the Director of Sixth Form. If students require support with their studies, they should talk to their Mentor or the Sixth Form team in the first instance. The leap from GCSE to A level study can be overwhelming and staff can help with strategies and planning.

### **SEN Requirements / Exam Concessions**

Exam Concessions applied for GCSEs do not automatically carry over to Level 3 study. Students who have previously had these concessions will need to be re-tested over the course of Year 12. Students will be asked to sign up for this testing during Term 1. How to do this will be communicated to them via assembly and mentor sessions,

however, please remind them to do this, if required, or email Mrs Mole, to ensure they are scheduled for an appointment.

All students were asked to declare any SEN requirements or Exam Concessions on their application and enrolment. If you have not already done so, please ensure any relevant documentation is forwarded to the sixth form team.

### **Sixth Form Bursary / Assistance with Travel Costs**

The Sixth Form Bursary is available for eligible students that need assistance funding travel, equipment, trips and other associated costs in Sixth Form. Levels of eligibility are listed in the Bursary document and application:

<https://www.hillview.kent.sch.uk/wp-content/uploads/2023/06/16-19-Bursary-Forms-2023-24.pdf> Please submit your application as soon as possible after enrolling at Hillview Sixth Form as the Bursary Panel sits in October with the first payment being made in November.

If your child has previously qualified for a free or reduced cost bus pass, this may not be available for students over the age of 16 with the exception young carers, children in care or care leavers. Please check the KCC 16+ Travel Saver website for full details: <https://www.kent.gov.uk/education-and-children/schools/school-transport/16-travel-saver>

It is recommended that parents apply for the 16+ Travel Saver bus pass as soon as possible to take advantage of the maximum number of instalments. If a student's application for the Sixth Form Bursary is approved, this money can be used towards bus pass payments.

Students in full time education and aged up to 19 may be entitled to Free School Meals. If students have previously qualified for Free School Meals, they are required to reapply at this stage. If you are making a new application or re-applying please go to <https://www.kent.gov.uk/education-and-children/schools/free-school-meals#tab-1>.

### **Work Experience**

Year 12 Work Experience week is held towards the end of the academic year (exact dates to be confirmed). Students are expected to utilise their own networks of family and friends to find an appropriate placement relating to their chosen pathway. Work experience placements outside this week should be taken during weekends and school holidays.

### **Post 16 Careers Advice / University Application Preparation**

The Future Pathways team are available for Post 16 Careers Advice and assistance through student's sixth form journey. At the end of the academic year, Year 12 are taken off timetable for their 'Future Choices Event'. During this time, they will attend workshops and presentations covering 'How to write your personal statement', 'Gap Year Information', 'University Life', 'Apprenticeships', 'Setting up a UCAS account and starting an application' and 'CV writing'.



## Reporting / Parents' Evening

The Year 12 parents evening is held in Term 5 to allow time for teachers to get to know your son or daughter and fully assess their learning to have a truly informed conversation with you about their progression.

Reports will be issued in Term 2 and Term 4 via the Arbor Portal.

If at any time you wish to discuss your child's progress please contact their mentor for feedback.

## Enrichment

It is compulsory for all Sixth Form students to take part in an Enrichment module. There will be a range of academic and community options available and full details will be delivered to students after commencing at Hillview Sixth Form.

## Sixth Form Areas

Sixth Form Students have use of the Sixth Form Study Centre, Sixth Form IT room, Library and Sixth Form Café throughout the course of the day when not in timetabled lessons.



Sixth Form Study Centre



Sixth Form Cafe

## Leadership Opportunities (Prefects / Head Students)

Hillview Sixth Form offers many opportunities to be involved in Student Leadership. Some examples of how students can be involved are: assisting the PTA with organising social events for younger years, representing the student voice at student council meetings and meeting with the Leaders of Community, representing the Hillview Community at Open Events and organising the Year 13 Prom.

Prefect Applications open during Term 1 and Student Leadership applications open in Term 4 ensuring the Leadership team is in place at the start of Year 13.

### Student Leadership Team 2024-25



Prefect Team 2024