



HABERDASHERS' ADAMS



Handbook for Sixth Formers
2023/24

Welcome to Haberdashers' Adams Sixth Form!

We are a diverse and busy community that looks forward to you diving enthusiastically into our large pool of activities. However, it's essential that you maintain a healthy balance between your academic, extra-curricular and home life and we shall work with you to achieve this.

Our role in the Sixth Form Office is to ensure your time here is as productive as possible so you are prepared for the next stage of life post-Haberdashers' Adams. Whether you are looking at a university degree, an apprenticeship, gap year, job, or anything else, we are here to give you advice and support.

Our door is always open for a chat regardless of whether it's about your personal or academic life.

We hope you have the most wonderful time at Haberdashers' Adams and encourage you to do everything you can to stretch yourself and develop your personal skills. Our motto is 'Follow your Bliss;' find what it is and follow that path – even if it is a little 'different'!



Mrs Charlotte Harman
Head of Sixth Form



Miss Nia Williams
Deputy Head of Sixth Form

Sixth Form is my favourite key stage as it is a very challenging but rewarding time. I have worked with Sixth Form pupils for nearly 20 years, both as a tutor and Head of House. I have been Head of Sixth Form since 2019.

We will work you hard and expect you to get stuck in from day one; there are so many opportunities on offer at Adams. There really is something for everyone.

Whilst you are in our Sixth Form, you will be preparing for life after Adams; this may be going to university or straight into the world of work – whatever your choice, we will support you all the way.

I look forward to guiding you towards your goal and wish you a very enjoyable and successful two years with us!

I have been Deputy Head of Sixth Form since 2015 and am also a Sixth Form tutor in Talbot House. In addition to my Sixth Form duties, I am Head of Religious Studies and Philosophy, and was formerly Deputy Head of Talbot House.

I thoroughly enjoy my role in the Sixth Form; it is a real privilege to be in a position to support and guide you through your A Level journey and to prepare you for life beyond Adams. We operate an open-door policy in the Sixth Form office; you are always welcome to come and talk to us and we will do our best to help and support you.

Meet the Student Team

School Captains 2023-24



Melody Horton



Gareth Tindall

Hello future Lower Sixth, we are Melody and Gareth, your school captains for this year. First of all, congratulations on doing your GCSEs and gaining a place at Adams where we pride ourselves on striking a balance between academic success and extracurricular activities. Some of you will be carrying on your Adams' journey with us, returning from high school (as Gareth did) and some will be joining us as new entrants (as Melody did). This can be a nerve-racking time for many of you but we are here to welcome and reassure you. We bridge the gap between the teachers and the students so please do not hesitate to raise any concerns with us- we are here to help!

You can message us via Instagram @habsfrontbench, drop by and see us on the front gates on a morning, pop into our weekly drop in sessions or feel free to email us: melodyhorton14@gmail.com or tindallgareth@gmail.com

Melody's personal message:

Hi everyone, congratulations on joining the Adams family! Be prepared for an incredible two years ahead of you full of new friends, memories and opportunities; my biggest advice is to throw yourself into these opportunities and really make the most of your time here! In your house you will develop a great sense of community- they are the ones who will be dancing next to you in Dixon Cup, running beside you in cross country, and supporting your every endeavour. I can't wait to see you all in September and I'll hopefully see some of you girls playing netball with me!

Gareth's personal message:

Congratulations and welcome! You have now had safe passage into the Adams' world of Sixth Form! You will find a myriad of activities here to help you find the best work-life balance. Seize every opportunity to try new things and meet new people! If you need more information/advice at any time, come and find me. I'll be most commonly found in my natural habitat - the Music Department!

Deputy School Captains



Ed Baldwin



Sasha Donoghue



Poppy Brumwell

Hello to the new Lower Sixth and congratulations on securing your place at Adams! We are the Deputy School Captains, Ed, Poppy and Sasha; we are excited to welcome you and hope you enjoy your couple of years here.

We work as part of the Student Front Team as a bridge between students and staff. You are welcome to come to us with any of your ideas or challenges from any aspect of school life and we will look to help as much as possible. We'd like to stress the importance of 'Front Team;' we work in unity, both between us and with the school and house captains. Ed is an old boy whereas Sasha and Poppy are obviously new entrants so, between us, we have been in each and every one of your shoes in one way or another.

Adams boasts a friendly, inclusive bunch of students. We enjoy life together at Adams and sincerely hope you'll feel the same care.

With that being said, we look forward to welcoming you and supporting you in having a smooth transition to Sixth Form and A-levels. Good luck in September!

Boarding Captain



Jacky Yuen

Hello to everyone, my name is Jacky Yuen and I'm proud to announce myself as Boarding Captain for the academic year of 2023-24. As Boarding Captain, my role is to act as a bridge between students and staff to raise any concerns. I have weekly meetings with both the Head of Boarding and the Headmaster to allow me to help address these concerns. My role is not only to help boarders, but also all students in the whole school. If you need me, I am always in A3 on Thursday lunch times running the DnD Club, but if you ever just see me around school, feel free to meet me anytime and I will be happy to help.

House Captains



DARWIN



OWEN



SA'ADU



TALBOT



WEBB

As soon as you enter the world of Haberdashers' Adams, you are placed in either Darwin, Owen, Sa'adu, Talbot, or Webb. Your House is like your home, a community there to support you throughout your time here at Adams. Each House allows for a range of opportunities to push you out of your comfort zone from roles of responsibility such as Wellbeing Captain, Academics Captain, or Sports Captain. It's an opportunity to develop other valuable skills such as public speaking, interpersonal skills, and organisational skills. These skills are only part of what the House system has to offer, as you never know what activities you may be participating in. In just one whole year you could have been dancing, singing or swimming for your House. Our House events are at the core of Adams' life; cross country and Dixon Cup will leave you with a greater sense of team spirit and build a friendly rivalry between the other Houses. We see this friendly competition as an opportunity to elevate the pupils to become even better as they strive for victory doing and giving their best to ensure their House has the best chance of winning. Each House Captain is the epitome of their House and its values and we make it our top priority that the new entrants are smoothly integrated into their respective Houses - so don't be afraid to say hello or ask any questions. Overall, take each and every opportunity presented to you and you never know what great benefits and adventures you will experience during your time here at Adams!

Higher Education and Careers for Sixth Formers

You may have already given some thought to what you would like to do when you leave school, but do not worry if you are still undecided. At Haberdashers' Adams, university study is preferred by most of our students but you should explore other alternatives. Which career would you like to pursue? What university course would you like to study that might be most appropriate for your aspirations? It is essential that you ensure the A Level subjects you have chosen adequately to prepare you for your course/career. You must consider future options during the Lower Sixth year and make definite decisions well before the end of Lower Sixth or, if you can't make up your mind, then consider taking a gap year. There are about 170 Higher Education Institutions in the UK offering more than 50,000 courses, so explore the options thoroughly.

Throughout this process, your Form Tutor, Head of House, Head of Sixth Form and Deputy Head of Sixth Form are available for guidance.

What we expect from you as a Sixth Former

Registration

You must register, in the morning and the afternoon, with your form tutor or, in the case of form prefects, sign in at Reception. If you arrive late, you must sign in at Reception with a reason for your late arrival. You should attend all timetabled activities including lessons, form periods, lectures and assemblies.

Attendance

Attendance at all lessons, registrations, assemblies and form periods is compulsory. Full participation in all A-level and AS-level courses, the Extended Project Qualification and Wednesday afternoon games is required.

The target for attendance is 100%, i.e., no academic time is missed. However, in addition to illness, it is accepted that during the Sixth Form, you will wish to spend some time visiting universities. This must be planned sensibly with minimum disruption to academic time. As a guide, we will normally only authorise three days for careers and university visits (most universities have open days at weekends). It is not taken as a given that all requests to attend open days during school time will be authorised; each request will be assessed on an individual basis and consultation between the Head of Sixth Form and Head of House may be necessary.

An investigation will take place into those with below 90% attendance for the reasons for such low levels. If no good reasons are clear for this then pupils will be charged for their exam entries. Those with a high percentage of unauthorised absences are most likely to be charged. If attendance is above 90%, the first sitting of each examination is paid for by the school. If the Head of House notices a pattern of late arrivals to school, the student will be required to sign in with the Head of Sixth Form at 08:45am for a week.

Leaving the school site

You may go into town at break and lunchtimes. During school hours, you **MUST** scan in/out in reception **using your ID card**. You will not be able to leave the site without your card (you cannot sign out manually). Failure to follow this rule will see a revocation of this privilege for a period of time as agreed between your Head of House and the Head of Sixth Form. Scanning in using this method is not an acceptable substitute for attending registration, and this facility will not be available on Wednesday afternoons as all students will sign in with the head of their chosen Games activity.

Early Departure

Upper Sixth students, with no afternoon lessons, may leave school to return home, following afternoon registration **and not before**. You must have no other commitments at Haberdashers' Adams such as lessons, games activities, prefect duties or any other school-organised activity. **You should sign out before departing**. This privilege may be withdrawn if any part of your Sixth Form life at school becomes a cause for concern.

Absences

All planned absences, including for university open days, must be requested by emailing absence@adamsgs.uk at least one week in advance. Medical appointments should be made outside the school day unless it is an emergency. Please e-mail full details of any appointment and provide a copy of an appointment card or letter using the above email address or bring it to Reception. If no supporting information is provided, the absence will be treated as unauthorised. You will then receive an e-mail from the School Administration Team advising you of the decision made by the Head of Sixth Form. Please be aware that we do not authorise students to attend driving lessons or take holidays during school hours; we only authorise absence for work experience in exceptional circumstances.

Study Periods

Unlike when studying for GCSEs, in the Sixth Form you have some time during the week when you do not have lessons. These periods are not for socialising – they are there for you to do some wider reading, consolidate notes or research. You are expected to work in the Library or Sixth Form Centre during study periods.

Sixth Form Centre

Use of the Sixth Form Centre is a privilege. You are expected to treat it with the utmost respect or that privilege will be withdrawn. There are areas for relaxation and quiet socialising during break and lunch. The upper floor is intended for quiet study. You are expected to follow these guidelines so that the Sixth Form Centre remains a pleasant environment for all:

- Treat everyone with respect
- Put all rubbish in the bins provided
- Refrain from consuming fried/smelly foods
- Refrain from shouting/rough play
- Do not play with sports equipment
- Do not play music during study periods
- Do not play games (cards, video, chess, etc.) during study periods
- Keep feet off the furniture

Games

Participation in some form of sporting activity on Wednesday afternoons is compulsory. A wide variety of sports is available and there should be an activity to suit everyone. If unable to participate, you must provide a written note or email from parents regarding the reason why and then it will be decided by the activity leader whether you will help/watch the activity or go to the library to complete work. This must be done by the day before unless unavoidable.

Mentoring and outreach opportunities will be available for Upper Sixth students from September onwards during games. This is through prior agreement with the Outreach Manager. Mentoring opportunities for the Lower Sixth will be offered after the first half term.

Sixth Form Dress Code

The school uniform is designed to reflect a business or professional environment and you are required to wear it appropriately.

For items marked ‘’, examples of what is deemed appropriate are available from the school shop.*

*Items marked ** must be purchased from the school outfitters – blazer and girls’ skirts with the school logo*

All students

- Blazer** – navy blue, HA
- Trousers* (boys and girls) – black, office-style (no jeans, leggings, cropped or ‘drainpipes’)
- Jumpers*, cardigans, waistcoats – black, v-neck
- Shoes – smart, black, polishable, low heel (no boots)
- Belts - black; buckles small and inconspicuous
- Jewellery – discrete. *One small stud may be worn in the lower part of each earlobe only. No other earrings or facial piercings are permitted. Bracelets and large jewellery items are not tolerated.*
- Make-up and nail varnish – subtle/business-like.
- Hair – clean, tidy, off the face and avoiding extreme styles; only natural colours if dyed
- Coats, hats and gloves may be worn outside (coats must be on top of the blazer)
- Hoodies/sweatshirts may only be worn as part of games kit

Boys

- Shirt – white with standard collar; formal in style (top buttons to be fastened)
- Tie* - HA Sixth Form
- Socks – black
- Beards – neat, tidy

Girls

- Skirt** – black cloth with school logo (only available from the school outfitters)
- Trousers - black, office-style (no jeans, leggings, cropped or 'drainpipes')
- Blouse* – white
- Tights – plain black or flesh-coloured (no patterns)
- Socks - black

We understand that some pupils may not identify as either male or female, and some students may identify as a different gender to the sex that they were assigned at birth. In such instances we would seek to support these pupils as much as we can, and so pupils/parents should contact the Deputy Head (Pupil Welfare) in the first instance.

Games Uniform

At games you will need to wear a school polo shirt or a v neck T shirt. You will also need to have tracksuit bottoms or shorts.

In choosing what is worn to school (**including mufti days**), you should ensure that you look smart and co-ordinated. The Headmaster and Head of Sixth Form are the final arbiters of what is acceptable, which will be judged on an individual basis. Failure to comply with regulations regarding uniform or appearance could result in you being asked to remove the item where appropriate and/or it being confiscated. Persistent infringement of these guidelines firstly results in you being removed from timetabled activities and may result in you being asked to leave the school site until the issue is sorted out.

Uniform can be obtained from The School Shop Direct: Unit 13, Sundorne Trading Park, Featherbed Lane, Shrewsbury, Shropshire, SY1 4NS. Telephone (01743) 440449, email info@schoolshopdirect.co.uk, website www.schoolshopdirect.co.uk

Lunch

You may eat in the Dining Hall, buy food from the Sixth Form Bistro or from shops in town. Sixth Formers using the Dining Hall are expected to queue along with other members of the school. We operate a cashless catering system in the Dining Hall. Money can be added to your account via ParentPay. You may pay with cash in the Sixth Form Centre Bistro. Those students eligible for free school meals can be catered for in both areas.

Driving

There is no parking for Sixth Formers at the main school site. You are requested to respect the school's neighbours by parking in a manner that does not block driveways or business access. We recommend the free car park on New Street. **Any use of your vehicle during school hours is at the discretion of you and your family.** The school takes no responsibility for your use of any vehicle – either as a driver or as a passenger. Those who have permission to drive to Longford for games/activities must use the bottom car park.

Addictive substances

Alcohol, tobacco and recreational drugs are not permitted on the school site.

Consumption of the above during the school day (even if off site) will result in an investigation and a sanction.

Sanctions

It is unusual that a Sixth Former will face any form of sanction. However, where appropriate, the following may be used at the discretion of the teaching staff:-

- After-school detention
- Removal of Sixth Form privileges (e.g., not being allowed out of school during the school day)
- Requirement to spend study periods in the Library
- Internal suspension
- Close supervision by the Head of Sixth Form
- External suspension (temporary or permanent)

Progression from Lower Sixth to Upper Sixth

Students at this school normally progress from the Lower Sixth to the Upper Sixth without difficulty. Occasionally, however, students do not make appropriate academic progress in the Lower Sixth and we then offer a range of alternative options to ensure that students do not continue to final A-level examinations when they are unlikely to pass them. Exceptions to the entrance and progression criteria will be based only on extenuating circumstances such as major illness or particularly difficult personal circumstances.



**We hope you have a fulfilling two years that prepare you for your next adventure beyond
Haberdashers' Adams.**