



CHATHAM & CLARENDON  
GRAMMAR SCHOOL

Sixth Form A – Z

Student Copy



<b>SIXTH FORM STAFF 2025-2026</b>
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<b>HEAD OF SIXTH FORM</b>	...	Mr C Lowis
<b>ASSISTANT HEAD OF SIXTH FORM</b>	...	Miss K Jebbett (Y12) Mr S Wakefield (Y13)
<b>SIXTH FORM MANAGER</b>	...	Mrs C Davies
<b>SIXTH FORM ADMISSIONS/KS5 SUPERVISOR</b>	...	Mrs M Phillips
<b>SIXTH FORM RECEPTIONIST</b>	...	Miss E Parkes
<b>12 Knight Heath 1 (KH1)</b>	...	Mrs C Atkins
<b>12 Knight Heath 2 (KH2)</b>	...	Mrs S Thelliez (T-F)
<b>12 Knight Heath 3 (KH3)</b>	...	Mr G Brooks
<b>12 Mann Somerville 1 (MS1)</b>	...	Ms E Cook
<b>12 Mann Somerville 2 (MS2)</b>	...	Mrs E Wright
<b>12 Mann Somerville 3 (MS3)</b>	...	Mr N Kelly
<b>12 Rothschild Pearce 1 (RP1)</b>	...	Ms A Nicholas (T-F)
<b>12 Rothschild Pearce 2 (RP2)</b>	...	Mr M Liddicoat
<b>12 Rothschild Pearce 3 (RP3)</b>	...	Mr M Adelsberg (M-W) Miss J Barnes (Th,F)
<b>12 Thomas Sharman 1 (TS1)</b>	...	Mrs M Sutton-Jones
<b>12 Thomas Sharman 2 (TS2)</b>	...	Mrs N Cartland (M-W) Mrs H Welch (Th, F)
<b>12 Thomas Sharman 3 (TS3)</b>	...	Ms L Smith
<b>13 KH(a)</b>	...	Mr A Sutton-Jones
<b>13 KH(b)</b>	...	Mr D Potter
<b>13 KH (c)</b>	...	Mr S Booker
<b>13 MS(a)</b>	...	Miss E Moreno Navasquillo (M-TH)
<b>13 MS(b)</b>	...	Mr T Brewin
<b>13MS (c)</b>	...	Mrs A March (M-TH)
<b>13 RP(a)</b>	...	Mr L Hasler
<b>13 RP(b)</b>	...	Mr M Ashdown
<b>13RP (c)</b>	...	Ms R McNulty (M-TH)
<b>13 TS(a)</b>	...	Ms C Tonkin-Jukes
<b>13 TS(b)</b>	...	Mrs S Jeffery (M-TH)
<b>13 TS (c)</b>	...	Ms M Cullen

## ABSENCE

- A student cannot authorise their own absence or lateness
- A student's parent/carer must telephone: 01843 591074/5 option 3 or e-mail: [ccviabsent@ccgrammarschool.co.uk](mailto:ccviabsent@ccgrammarschool.co.uk) on the day that they are absent or late to school and every day of absence thereafter. Failure to do so will result in a student marked as an 'unauthorised absence'.
- Prior notice is required for medical appointments, university visits, workplace visits, work experience and educational programmes by email or in writing.
- Parents must seek permission from the Headteacher or Head of Sixth Form to remove the student for any leave of absence, in writing, giving as much as notice as possible
- A student who is late must sign at Sixth Form reception, giving a reason for lateness
- It is a student's responsibility to collect all the work that they will miss because of any absence, unauthorised absence or lateness
- If a student's attendance becomes persistent and/or a concern, they may be invited in to meet with Sixth Form Team, with their parents/carers
- We will notify parents or guardians via text, telephone or email regarding any unauthorised absence concerns
- A text message will be sent to the student's phone, which will request that they contact Sixth Form reception if they are not present for registration or lessons

## ACCEPTABLE USER POLICY

The Sixth Form acceptable user policy is signed by students at the start of Yr12, and states:

*When using the school's ICT facilities and accessing the internet in school, I know:*

- *school computers, tablets, laptops and internet access has been provided to help me with my learning*
- *my use of school computers and devices, systems and on-site internet access will be monitored to keep me safe, and I will not try to bypass it*
- *to keep my password safe and private as my privacy, schoolwork and safety must be protected*
- *not to access any inappropriate websites or deliberately upload or add any images, video, sounds or text that could upset, threaten safety or offend any member of the school community*
- *it can be a criminal offence to gain unauthorised access to the systems ('hacking'), make, supply or obtain malware or send threatening and offensive messages*
- *the use of the school ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed*
- *I must not use any inappropriate language when communicating online, including in emails*

- *to protect my personal information online*
- *not to access or change other people's files, accounts or information*
- *it may be a criminal offence and/or a breach of the school policy to download or share inappropriate pictures, videos, or other material online*
- *it is against the law to take, save, send or live stream nude or semi-nude images or videos of anyone under the age of 18, even if I have the consent of the person or people in the photo/video*
- *bullying in any form (on and offline) is not tolerated and that technology should not be used for harassment*
- *should the school suspect that I am behaving inappropriately with technology, enhanced monitoring approaches may be used, such as checking/confiscating personal technology such as mobile phone or other devices.*
- *if I am aware of anyone trying to misuse technology, to report it to a member of staff*
- *AI is recommended only to be used under the direction of teachers, and to be declared in any work*
- *to use the school's ICT systems and internet responsibly*
- *school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them*
- *to respect other people's information and copyright by referencing source material*
- *always check that any information I use online is reliable and accurate*
- *to make sure that my online use is safe and legal, and I am aware that online actions have offline consequences*
- *to speak to an adult I trust, if something happens either to myself or another student which makes me feel worried, scared, or uncomfortable.*

*I agree to follow the above guidelines when I use:*

- *school devices and systems, both at home and at home*
- *devices borrowed from school as part of the Sixth Form laptop scheme*
- *my own devices in school (when allowed), including mobile phones, smart technology, gaming devices and cameras*
- *my own equipment out of the school, including communicating with other members of the school or when accessing the school system*

<b>ASSEMBLIES</b>
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Important information is shared with students during the Sixth Form assemblies. Assemblies take place on every week, in St George's Church and **attendance is compulsory**. Assemblies are held:

- Year 12 Monday (08.30am)
- Year 13 Friday morning (08.30am)

Tutors will register you in the church.

Each Yr12 and Yr13 House will give a termly assembly presentation, on a topic of their choice.

## **ASSESSMENTS – (see REPORTS)**

You and your parent/carer will be emailed termly monitoring reports.

Various support is available should a need be identified following assessments and/or during the year:

- Form tutors
- Subject teachers
- Pastoral Team
- AEN Team
- Sixth Form Team

## **ATTENDANCE**

At Chatham and Clarendon Grammar School (CCGS) Sixth Form, we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with students in school, on time, every day. We are building life skills, life-long friendships and preparing you for future success – not just supporting academic learning!

At CCGS, we want to help by:

- Creating a safe and happy school environment for you to attend every day
- Provide pastoral support through our P
- Having a strong school community with positive parental links

You must use your lanyards and the Invenry System to sign in and out every time when you arrive at or leave from a school site.

Please follow the link below for our school Attendance policy

[CCGC Attendance policy - from August 2024](#)

Chatham & Clarendon Grammar School recognises and values the importance of all partners working together and will:

- **EXPECT** (Aspire to high attendance from all students)
- **MONITOR** (Rigorously use attendance data to identify patterns of poor attendance)
- **LISTEN & UNDERSTANDING** (Discuss with families re: barriers outside of school. Look at voluntary support options to tackle barriers to attendance)
- **FACILITATE SUPPORT** (Remove school barriers to help families access support)
- **FORMALISE SUPPORT** (Where above strategies are not successful, clearly explain consequences and consider formalising support.)
- **ENFORCE** (If all other avenues are exhausted, enforce attendance through statutory intervention)

### **What the School Expects of you:**

- Attend all lessons/assemblies, be on time for registration and lessons, and ready to learn
- To sign in at Reception if they arrive late or after registration
- Talk to a member of Sixth Form Team if there are barriers preventing you coming to school
- Book dental/medical appointments outside of school hours

### **Acceptable reasons for being absent from school, set by the Department for Education:**

- You are too ill to leave the house (school can offer additional support if you cannot go to school for long periods because of a health problem). NHS link below may help: [Is my child too ill for school? - NHS](#))
- You have a hospital appointment (evidence required)
- You have an emergency dental appointment
- A day of religious observance by the religious body to which you and parent/carer belongs
- A close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. (You should not miss lessons to attend interviews, shifts and inductions for part-time work)
- University, Employer and Apprenticeship Open Days/Offer Holding Days
- Work experience – requests for term-time leave for essential work experience will be dealt with on a case-by-case basis.

### **Absence reasons that will not normally be authorised:**

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- To pick up or drop off at the airport
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a stomach-ache, cold or headache
- Because it is the end of the week or term
- Driving lessons (tests may be authorised if agreed by Head Teacher or Head of Sixth Form)

Students may be removed from Sixth Form if they are absent for 20 consecutive school days, in line with Department for Education (DfE) guidance *Ground C/ regulation 9(3)(c)*

## **16- 19 BURSARY**

The Chatham & Clarendon Grammar School 16-19 Bursary Fund is designed to help and support students who face financial barriers to participation in their education, such as costs of public transport to school, books, meals, equipment, UCAS applications, field trips, payments for meals from CCVI cafeteria (if not receiving FSM) and other course related costs.

Please click on the link below for more details and application form: [16-19 Bursary Fund - Chatham & Clarendon Grammar School - Striving for Excellence](#)

Or speak to Mrs Davies (Sixth Form Manager) for further details/helps.

## **CAREERS**

Our Careers Manager is Mrs Clements (Senior Tutor). You can email her on: [lclements@ccgrammarschool.co.uk](mailto:lclements@ccgrammarschool.co.uk) to book an appointment for careers advice and guidance. You also gain careers and/or Higher Education advice with Mr Lewis, Miss Jebbett, Mr Wakefield or Mrs Davies.

## **CCVI**

CCVI is our abbreviation for Chatham and Clarendon Sixth (VI) Form.

## **CHANGING SUBJECTS**

If you are experiencing issues with a subject, talk to your subject teacher and form tutor first. It may be that any difficulties can be resolved at an early stage. However, if after seeking this advice you wish to consider a possible change or dropping (if you are studying four) a subject, please speak to Mr Lewis, Ms Jebbett or Mr Wakefield to discuss the possible options.

## **COMMON ROOM**

The Sixth Form Centre Common Room is for your use at lunch or break or when you have a free period.

There is a cafeteria in the Common Room Food, where food and drink can be bought.

Please treat the Common Room with respect by returning cutlery, cups and plates to the cafeteria and putting all rubbish in the many bins provided.

CCTV is in operation in the Common Room.

## CONTACT INFORMATION

Sixth Form Centre  
Cavendish Street  
**Ramsgate**  
Kent  
CT11 9AL

Tel: 01843 591075 (option 3)

Email: [ccvioffice@ccgrammarschool.co.uk](mailto:ccvioffice@ccgrammarschool.co.uk)

## COUNSELLOR

Counselling services are available in school. If you feel this would help to see a counsellor, please see Ms Jebbett, Mr Wakefield or Mrs Davies. There may be a waiting list for appointments to become available.

Please remember that your form tutors, Mr Lewis, Miss Jebbett, Mr Wakefield or Mrs Davies can help and support you if you have any problems.

## COURSEWORK

Make sure you are clear about deadlines for coursework and keep to them. Do not leave coursework to the last minute or allow non-course work subjects to suffer as you near the deadlines.

**You must not take time off school to complete coursework.** In the Sixth Form, you are expected to be responsible to manage your workload. See the Sixth Form Team or subject teacher, if you need help in this.

## DEADLINES & KEY DATES

A full School Calendar is available on our school website:

[Full School Calendar - Chatham & Clarendon Grammar School - Striving for Excellence](#)

## DRESS CODE

### Our dress codes states

- Our Sixth Form students are role models for our school community
- Their behaviour and dress should be suitable for a school learning environment, so that the confidence and respect of pupils, staff, parents, visitors and the community is maintained
- We expect clothing to be smart, clean, and well maintained
- We expect students to maintain good personal hygiene
- Students should feel comfortable dressing in clothing that matches their gender identity



## **Safeguarding**

- A Sixth Form lanyard must be always worn round the neck and visible.

## **Students' clothing should include a combination of:**

- Smart skirts or dresses (that sit just above the knee or longer)
- Tailored smart trousers
- Blouses or shirts
- Smart jumpers and cardigans
- Tailored jackets
- Business suits and ties (school tie is available)
- Smart shoes

## **Clothing that is not suitable includes, but is not limited to:**

- Miniskirts, mini dresses, sundresses (no shorter than above your knee)
- Clothing that is too tight and/or rides up (bodycon)
- Shorts or skorts or playsuits
- Spaghetti strapped, strapless tops or dresses
- T-shirts, vests, polo-shirts or dresses
- See-through, cut-out clothing, off-the-shoulder, or low-cut clothing
- Crop tops
- Clothing that exposes underwear
- Clothing with logos and slogans
- Leggings (unless under dresses)
- Denim clothing
- Sweatshirts and hoodies
- Tracksuits, sports clothing, or cycle shorts
- Trainers, Converse, Vans, flipflops, sliders or Uggs

## **Jewellery guidelines for all students:**

- Not more than one stud piercing is allowed in each ear. NO ear stretchers
- Not more than one ring (which must be deemed acceptable by Head or Assistant Head(s) of 6th Form.
- FACIAL OR BODY PIERCINGS ARE NOT TO BE WORN.
- Only one small necklace that is unlikely to become caught is permissible.
- No bracelets (for Health and Safety reasons).
- Exceptions may be made to the above rules if a student can show that there are religious or medical reasons for such attire.

<b>EMAIL</b>
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A lot of information about room/teacher changes, university taster courses, examination arrangements and coursework are sent to students via their school email. It is important you check your emails every day.

<b>EPQ</b>
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Extended Project Qualification (EPQ) is an optional subject. Students who opt for this subject will have a designated supervisor from the school teaching staff.

Miss Jebbett (Assistant Head of Sixth Form) is responsible for the co-ordination of the programme if you would like to discuss this option.

### **FORM TUTORS**

Your Sixth Form Tutor is there to support and guide you. They are responsible for registering you, providing support and guidance, deliver key Personal, social, health and economic (PSHE) lessons, discussing progress, set targets and action plans.

They also write reports and pastoral profiles which are used for references for universities and employers. It is, therefore, important to inform them of any achievements in or out of school.

### **HEAD STUDENT(S) & SENIOR PREFECTS**

2025/26: Apollo Stocker and Delaena Debre are our Head Students. The Head Students selection process is run by the Assistant Head of Sixth Form, Mr Wakefield.

### **HOLIDAYS**

You must not take any holidays during term time. Any holiday taken in term time will be an unauthorised absence.

If you receive Bursary payments this is likely to affect your payments (see Bursary contract).

### **6<sup>th</sup> FORM HOME SCHOOL AGREEMENT**

#### **Students agree to:**

- attend school regularly, make sure I arrive on time, follow staff instructions and always be prepared for work
- follow the dress code guidelines
- respect the school buildings, furniture and equipment
- live up to the school's expectations for sensible behaviour, reliability and contribution to the community;
- ask for help when needed
- complete my work to the standards and deadlines expected by my teachers;
- always work to a standard which reflects my best ability
- celebrate and share my success and the success of others with parents, teachers and the wider community
- make the most of my opportunities at school whilst supporting and encouraging other students

- help to make Chatham and Clarendon Sixth Form the best it can possibly be.

**We ask parents/carers to:**

- encourage regular attendance at school, punctuality and always to be prepared to work hard
- let us know if your child is absent, unwell or if you have concerns about their school life
- provide and encourage your child to follow uniform guidelines and encourage them to wear it to represent the Sixth Form with pride
- ensure that you understand and support the school's standards, expectations and policies regarding behaviour, participation and study
- encourage your child to complete their homework regularly, take responsibility for their behaviour and encourage co-operation;
- support us in making Chatham and Clarendon Sixth Form the best it can be.

**As a school, we will:**

- provide a well-organised and safe environment where learning can take place, and meet the needs of all students
- create a safe, friendly, supportive and lively learning environment, offering opportunities for enrichment through extra-curricular activities
- set and encourage high academic expectations for success and lifelong learning to ensure students reach their full potential
- praise effort and progress when deserved and celebrate student success
- recognise, understand and address the additional needs of students
- expect the highest standards of work and behaviour
- foster pride in school, which is reflected in wearing smart and correct uniform;
- keep parents informed regularly about progress and any matters of concern
- work to make Chatham and Clarendon Sixth Form the best it can possibly be.

<b>LATENESS</b>
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**If you arrive in school late you must sign in at the Sixth Form reception.** You will be marked in as late on the register. Lates are monitored and if become persistent parents/carers will be contacted. Lateness may also be used by reference writers. If you receive Bursary payments this is likely to affect your payments (see Bursary contract).

## OPEN DAYS

University open days and offer holding days are useful for sixth formers who are selecting university courses, apprenticeships etc. Ensure you get permission to attend from Mr Lewis and see your subject teachers one week before hand to make sure you don't fall behind with work.

## PARENT/TEACHER CONSULTATION EVENINGS

These are important events – ensure you attend with your parent(s)/guardian(s). For Years 12 and 13 these take place as per the online school calendar.

## PART-TIME EMPLOYMENT

A part-time job can be a very good idea, providing some useful income and work experience. However, it may be detrimental to your sixth form education if you do too many hours.

We strongly recommend you do no more than **8 hours** paid employment a week. Remember, your priority must be your long-term interests which means achieving success at A Level, the key to your future career prospects.

Sixth Form studies must come first and part-time work second. The work must not be scheduled during school time.

## PREFECT SYSTEM

We have an open access prefect system which enables students to gain experience of having a position of responsibility within the school community.

Staff recommend students who they believe will make effective prefects. Those who are not asked to be prefects may be given further responsibilities to boost their personal development.

Prefects carry out duties according to the rota organised by the Head Students. They are also expected to play a part in one of the teams led by Senior Prefects and on formal school occasions, like Open Days. They have a crucially important role as ambassadors for the school.

The Assistant Head of Sixth Form, Mr Wakefield, oversees the Prefect System.

## PROFILE

Sixth Form learner profile is produced by teachers in the latter stages of the Summer Term. It is used by the reference writers in Year 13 and beyond and represents a

summary of your achievements in the Sixth Form as well as your potential. Your subject teachers also produce an account of your progress and potential. Your form tutor writes a pastoral summary of your contribution to the school, house and form over the year.

## **PUNCTUALITY**

You must get to school and lessons on time and be ready to make a prompt start to lessons. Remember that punctuality is something universities and employers ask us to comment on in references. There are consequences in the sixth form for those repeatedly late.

## **REGISTRATION**

**You must attend morning registration punctually at 8.40.** Afternoon registration is automatically copied from your attendance at pm lessons at 14.15.

## **REPORTS**

You and your parent/carers will be emailed a report a termly report. Details will include ATL (attitude to learning), where 1 is excellent, and 5 is cause for concern.

Target grades (those generated nationally, by calculating typical grades based on previous GCSE performance), and Projected grades (the grade that a teacher considers is most likely at the end of A-level, based on the work seen in that term); will also feature.

Students who have achieved 2 or more grade 1 ATL's will be awarded achievement points.

For those students whose performance and/or ATL's have fallen short of hoped-for levels, monitoring, help and support will be provided by either Ms Jebbett or Mr Wakefield.

## **SAFEGUARDING**

The schools has a number of designated safeguard leads (DSL's):

### **Designated Safeguarding Leads at CCGS**

Debra Liddicoat (Headteacher)

Tom Richford (Assistant Headteacher)

Lucy Harris (Senior Tutor)

Lisa Clements (Senior Tutor)

Craig Lowis (Head of Sixth Form)

Stuart Wakefield (Assistant Head of Sixth Form)

Kersten Jebbett (Assistant Head of Sixth Form)

### **Reporting Concerns**

If you have any safeguarding concerns about another student or yourself, please email [dsl@ccgrammarschool.co.uk](mailto:dsl@ccgrammarschool.co.uk) or log via the Student referral form [Student Referral Form](#)

## SICKNESS

If you are in school and feeling unwell you must not just leave school. Please see either Mrs Davies or Ms Parkes (Sixth Form First Aiders) who will check you are ok and contact your parent/carer.

## SIXTH FORM STAFF TEAM

- **Mr Lowis** (Head of Sixth Form, Designated Safeguarding Lead, DSL [clowis@ccgrammarschool.co.uk](mailto:clowis@ccgrammarschool.co.uk))
- **Miss Jebbett** (Assistant Head of Sixth Form, Head of Year 12, Designated Safeguarding Lead, DSL [kjebbett@ccgrammarschool.co.uk](mailto:kjebbett@ccgrammarschool.co.uk))
- **Mr Wakefield** (Assistant Head of Sixth Form, Head of Year 13, Designated Safeguarding Lead, DSL [swakefield@ccgrammarschool.co.uk](mailto:swakefield@ccgrammarschool.co.uk) )
- **Mrs Davies** (Sixth Form Manager [cdavies@ccgrammarschool.co.uk](mailto:cdavies@ccgrammarschool.co.uk) pastoral support/timetabling/reports/data/bursary)
- **Mrs Phillips** (Sixth Form Admissions, UCAS Administrator and Key Stage 5 Supervisor) [mphillips@ccgrammarschool.co.uk](mailto:mphillips@ccgrammarschool.co.uk))
- **Miss Parkes** (Receptionist/Sixth Form Administration) [eparkes@ccgrammarschool.co.uk](mailto:eparkes@ccgrammarschool.co.uk) ).

We are available to help and support you.

## SPORTS

Many students will be a part of a team, or be a member of a gym, and Wednesday afternoons will be a time for them to partake in activities.

## STAFF ABSENCES

Work will be set for you if a member of staff knows they will be absent from a lesson. If for any reason a member of staff is unexpectedly absent, work will be provided or revision topics given. All staff absences are covered, and details or staff/room changes are emailed to students daily before 08.00am.

## **STUDY SKILLS**

Your study skills are developed within your EPQ and A Level courses, and the tutorial programme. Further support will be given to those who seek help.

## **SUPPORTED STUDY**

There are five supervised study period per week for Yr12 & 13 students. These lessons are a great opportunity for homework/research etc to be completed. The lessons are staffed.

## **UCAS / UNIVERSITY APPLICATIONS**

The Universities and College Admissions Service (UCAS) forms are completed in the Autumn Term of Year 13 but your preparation begins at the start of the Summer Term of Year 12. You will receive guidance on the whole process from tutors, Mr Lewis and Mr Wakefield.

## **VOLUNTARY SERVICE**

### Wednesday afternoons

If not undertaking sporting activities, students may do volunteering, work experience or other personal development programmes.

## **WORK EXPERIENCE**

You can do work experience on a weekly basis (Wednesday afternoons) or in blocks (preferably in the holidays). Please see Mr Lewis to discuss work experience.

## **WORRIES AND CONCERNS**

The Sixth Form Centre has staff available throughout the day if you need help and support

Remember, if you have any problems or queries don't keep them to yourself. We want our students to be happy in their school life and Mr Lewis, Miss Jebbett, Mr Wakefield and Mrs Davies are easily accessible to all students.