



# ULVERSTON VICTORIA HIGH SCHOOL



## Sixth Form Parents' Guide

**'Every child is valued, supported and empowered  
to achieve their unique potential'**



**ULVERSTON VICTORIA  
HIGH SCHOOL**

---

Dear Parent/Carer

We would like to take this opportunity to welcome you to Ulverston Victoria High School Sixth Form.

Some of you will be parents of students who are new to the school, while others have already formed strong links with the school and Sixth Form. We look forward to forging a strong working partnership with you and your child over the coming years.

We expect high standards from our sixth formers and are proud of the role models that they become for the lower years. There is much that the Sixth Form can offer students, and we encourage them to participate with the many varied opportunities on offer.

UVHS's Vision Statement is: "Every child is valued, supported and empowered to achieve their unique potential" and this ethos drives everything we do in the Sixth Form. We are committed to ensuring that all students—regardless of background, identity, or individual needs - feel a true sense of belonging .

We hope that this guide will give you a little more insight into the journey that your child is embarking on and how the Sixth Form team will work to ensure they spend a rewarding and successful two years with us.

Thank you in advance for your support of the school and your child as they start on a challenging but hopefully extremely rewarding academic year.

Yours sincerely



**Matt Sims**

Acting Director of Post-16 Studies



**Rob Rastelli**

Aspiration Lead



**Helen Jefferson**

Assistant Head of Sixth Form



**Joy Egglestone**

Senior Learning Mentor and Mental Health Lead



**Sarah Slade**

6th Form Administration Support Manager



---

## Attendance

Attendance is a crucial part of success in the Sixth Form; the speed at which the courses are delivered means that even a single absence can result in progress being affected. We expect our students to hold to the highest standards and to aim for 97% attendance each year. Low attendance may result in a re-evaluation of a student's suitability for their chosen courses.

If an absence is unavoidable, due to illness, we ask that parents notify the school before 8:50am each day that is impacted. Notification should be made by email to [attendance@uvhs.uk](mailto:attendance@uvhs.uk) from an email address that we have registered on our database to allow us to authenticate the sender or via Edulink. This is required for every day of absence. Please note that decisions as to whether absences are recorded as authorised or unauthorised rest with the school.



Medical and dental appointments should not be made during school hours unless it is impossible to do otherwise. If appointments have to be made during the school day, either an email to the school office, from the address that we have registered on our database, or a signed letter from parents to the student's tutor is required. It is then the student's responsibility to be proactive in speaking to staff to ascertain what work has been missed.

Students are permitted an authorised absence for their practical driving test if there is no alternative slot available but absences for theory tests are not authorised and should be booked outside of lesson time. Again, the responsibility rests on the student to catch up the work they have missed. Likewise, we ask that students do not book driving lessons during lesson times, given the potential impact on academic achievement.

The school does not grant permission for leave of absence for a holiday during the school term unless there are exceptional circumstances. If this is the case, then any requests should be submitted to the school at least three weeks before the holiday dates. Again, the final decision rests with the school. Absences for events like university interviews and open days are permitted; a 'Sixth form leave of Absence during Term Time' form needs to be completed and this is located within the sixth form section of our school website.

If a student is not feeling well during the school day, they are expected to either find a member of the Sixth Form Team or go to Student Services. They must not leave the site without following this procedure.

## Punctuality

As members of the school community, we expect sixth formers to act with maturity, managing themselves and their timekeeping effectively.

The school day begins at 8.50am and we expect students to be on site and ready to enter their form room at this time.

Students are expected to arrive punctually to school and lessons. Lateness will be recorded in registers by both tutors and teaching staff. Students who are late to school on more than three occasions per half term maybe set a late detention with the Head of Sixth Form. Subsequent lates will result in an escalation of the late detention process.

## Organisation and essential equipment

In terms of equipment, students should bring with them a sturdy bag or rucksack that can hold folders, textbooks, and stationery. Most subjects will require a ring binder or lever arch file with dividers to keep notes well-organised, along with lined paper for classwork. A pencil case with essential stationery such as pens, pencils, highlighters, a ruler, a scientific calculator (for maths and science subjects), and a glue stick will be useful in nearly all lessons. Depending on your course, you may also need subject-specific items like art supplies, or copies of set texts. If they have not already, individual subject teachers will give more details about specific items in September. It is also helpful to carry a refillable water bottle each day.

It is extremely useful to build in time each week to organise classwork into appropriate folders; indeed, this is the top tip of advice of many students who have previously completed their A-levels!



---

## Contacting school

If you have any queries or problems, please email the Sixth Form Team ([enquiries-6thform@uvhs.uk](mailto:enquiries-6thform@uvhs.uk)) and they will be only too glad to help. Please understand, however, that staff may not respond immediately unless the issue is urgent. We will respond within 48 hours using the most appropriate method. We may not deal with more serious concerns by email and we also do not conduct discussions by email.

In the interests of security, we ask that, should you need to come into school at any time, where possible, you make an appointment in advance and *you always report to reception first*.

## UVHS Sixth Form dress code

Sixth Form dress is an important part of the school's image. As a public institution we need to project an image appropriate to the work we do and, as senior members of the school, the Sixth Form are an important part of that image. The respect that an institution earns from the public it serves is, in part, due to the appearance of its members. It is therefore in the students' own interests to adhere to acceptable standards of appearance because they will ultimately benefit by association with a respected establishment. In addition, it is important that the senior members of the school provide a positive role model for our younger students in terms of smart appropriate dress.



As the senior members of the school community, sixth formers do not need to wear uniform bearing a school logo. However, as preparation for the workplace and as older role models in the school, they are expected to adhere to a dress code outlined below:

- No revealing tops (for example low cut or showing bare midriff)
- Shorts and skirts should be mid-thigh length at the shortest
- No offensive slogans
- No very torn/ripped jeans
- No hats in school buildings (unless there are extenuating circumstances)
- No outdoor coats to be worn in lessons
- Sensible footwear (e.g. no flip flops or open toed shoes)

## Piercings, hair and jewellery

- In terms of facial piercings, one, small discreet nose stud or ring (not a septum ring) may be worn
- No extreme hair colours or hairstyles

We may ask students to return home to change if we feel that their appearance and choice of dress departs from the code and, therefore, does not match the spirit and ethos of the school's approach to dress. In cases of doubt, students should speak to their form tutor or the Sixth Form Team about what dress is acceptable.



---

## **Lunch and leaving the school site**

Students are permitted to go into the town centre during their lunch break but must make sure they manage their time effectively to be back promptly for their lessons. They must remember that they are ambassadors for the school during this time and should act appropriately. Food can be brought back only to the Common Room for consumption and should not be eaten when walking through school.

Students are also welcome to buy food on the school site; all students will be issued with a purple ID fob to be used at our canteen tills; lunch accounts can be topped up via ParentPay.

## **Smoking and vaping**

Smoking and vaping is not allowed on the school site or during the school day. Students should not smoke or vape on the way to or from school, which we will consider as bringing the school into disrepute.

## **Financial Support**

The 16 to 19 Bursary fund is a scheme made available from the government through its funding body, the Education Funding Agency (EFA) for 16 to 19 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The amount a student and their family can apply for is dependent on household income. The bursary can only be spent on materials that aid a student's education, for example - textbooks, stationary, laptops, tablets, travel costs for university open days, uniform, etc. The application forms are available on our website and must be submitted with appropriate evidence as explained on the forms. For further information visit the bursary information page on our website.

## **Year 12 Study Programme**



The vast majority of our students study three A-level subjects in Year 12. Students will have five hours of lessons for each of their three subjects each week. When not in lessons, all students have full access at virtually all times during the school day to the Sixth Form Resource Area, a quiet study space especially for A-level students. Other study spaces for sixth formers are also available elsewhere in the school, including the Cloister and the library, and students are also encouraged to use independent study periods to study in the Common Room and the Coach House.

### **Digital Devices (Mobile Telephones, Tablets and Laptops)**

Students are permitted to bring their mobile telephones into school and can use these in the Common Room and Resource Area when not in lessons. When walking around the school site, however, they must set an example to other students by not using their devices or having them visible; this includes headphones or wireless Bluetooth headphones which should not be visible or used whilst walking around the school site. Failure to comply with these rules may result in students' phones or headphones being

confiscated.

Students are encouraged to bring in their laptops and tablets from home and they can use them during independent study and in lessons, where staff give them permission. Students must take full responsibility for looking after these during the school day, as the school takes no responsibility for them.

All students must sign our acceptable ICT user contract, which forms part of the admissions forms, to use the school network and they can speak to the Sixth Form Team should they wish to set up personal devices on our WiFi system.



---

## Independent Study

At A-level the term “independent study” is used instead of “homework”. The list below is by no means exhaustive, but contains some of the most important characteristics that students should possess and/or look to develop at A-level:

- Set themselves high goals and aim to achieve these as well as they can.
- See mistakes as part of the learning process.
- Demonstrate persistence when tasks appear challenging.
- Be proactive and ask for help when needed; take the initiative and seek out staff where appropriate.
- Demonstrate determination and organisational skills to meet deadlines.
- Carry out additional reading around their subjects.
- Be able to work in cooperation with a group or individually.
- Complete additional tasks without adult intervention.

### How Is independent study encouraged at Ulverston Victoria High School?

Our Sixth Form Resource Area offers a quiet study area which students are encouraged to use before, during and after school. We expect students to use their free time effectively, making sure that they are going beyond the lessons delivered to gain a full and complete understanding of the course content. Students can also study in the Common Room, Cloister, Coach House and library when not in lessons.

### From homework to independent study

Students will be set a specific amount of independent study per subject weekly.

Even when students are not set a particular task, in the Sixth Form the expectation is that they will carry out independent study, whether that be organising their files, reading around their subject areas, taking additional notes or reviewing progress and going back over work. The onus to complete this is placed on the student as they will be the ones that suffer should they not meet deadlines.

### What Can You Do as Parents To Support independent study?

- Encourage your child to read widely around their subject, watch related documentaries and visit relevant exhibitions, performances and study conferences.
- Encourage your child to discuss their studies, aspirations and plans.
- Encourage your child to keep up to date with current affairs, including reading a quality newspaper or news website once a week, and discuss their learning in the context of what is going on in the wider world.
- Experience has shown us that those students who make a ‘good’ start at the beginning of Year 12, go on to be successful with A-level; therefore, establishing good practice early is essential.
- Students need to recognise that success at GCSE level does not guarantee success at A-level and they should expect the “jump” to be significant but also understand it is manageable when they work consistently hard from the start.
- Encourage your child to ask for help early if they feel they need it.
- Part time work is valued by the Sixth Form, as we recognise it develops many skills; however, we recommend that students do no more than 10 hours per week and this should not be during the school day or include late evenings.

Students should be aware that academic progress will be monitored throughout the year and, in order to ensure success at the end of the course, performance throughout should be to a high standard.



---

## Assessment and Reporting

All students receive a set of target grades for each of their different A-level subjects. These are aspirational and are generated from students' GCSE results. As they are based on how students with similar grades have historically achieved in different A-level subjects, they may vary from one subject to the next.

There will be two practice exam windows in sixth form: one in May of Year 12 and one in January of Year 13. Final A-level exams take place in the summer of Year 13, and in certain subjects students will complete NEA (Non-Examined Assessment) or assessed practicals which comprise a certain proportion of their final grade.

Progress reviews are sent home at regular intervals in Year 12 and Year 13; these will include expected grades (with target grades alongside for ease of comparison) and Attitude to Learning (ATL) grades for attitude in lessons and towards independent study.

In addition, reports, along with expected grades, ATL grades, teacher comments and targets, go home in both Year 12 and Year 13. We would encourage you to get in contact if you have any questions or concerns about your child's progress at any point in the school year. The sooner an issue is raised, the sooner we can deal with it.

### Calendar of data reporting home

8th October 2025: Year 12 progress review 1 (no expected grades)

10th December 2025: Year 12 progress review 2

17th March 2026: Year 12 reports

24th June 2026: Year 12 progress review 3 (include Year 12 practice exam grades)

October 2026: Year 13 reports

December 2026: Year 13 progress review 1

February 2027: Year 13 progress review 2 (including Year 13 practice exam grades)



### Edulink One app and ParentPay

Edulink One is a communication and management platform designed for schools to connect with parents and students. It provides a central hub for accessing information including student subject timetables, exam timetables and progress reviews/reports. It is free to download and more parents will receive more information about how to sign up at the start of the school year; details are also available on our website: [www.uvhs.uk/edulink-one](http://www.uvhs.uk/edulink-one).

In addition, activation letters for ParentPay, the secure online system that is used to manage payment of various items such as school lunches and school trips, will be sent out at the start of the school year also.

### Academic support

At every data reporting point we will review students' expected grades, and these will form the basis of one-to-one discussions between students and form tutors. If it is felt that students would benefit from further academic intervention, we may ask them to join the Supported Independent Study (SIS) group where they will be timetabled into specific sessions in the Sixth Form Resource Area. Here, our Senior Learning Mentor, Mrs Egglestone, will be able to provide bespoke guidance and advice on making the best possible academic progress and managing the step up to A-level and independent study.



---

## Careers guidance and university applications

UVHS Sixth Form measures itself against the government's statutory guidance and the Gatsby Foundation's eight benchmarks to deliver a well-developed and carefully crafted programme of career guidance to all our students. The programme includes:



- Initial surveys of students' aspirations at the beginning of Year 12 in order to establish appropriate careers guidance and work experience opportunities.
- The provision of a dedicated sixth form careers advisor on a weekly basis to provide guidance to students and arrangement of appropriate work experience placements.
- Weekly 'tutorial' sessions for students in Year 12 and Year 13 incorporating visiting speakers from a variety of higher and further education institutes and the world of work, including former students.
- Sessions where students access the Unifrog careers platform, designed to offer a wealth of advice and materials linked to career opportunities and where students' activities and understanding of potential pathways is tracked.
- Visits to a HE convention and specific universities towards the end of Year 12.
- Successful student engagement with the 'Dream Placement' initiative.
- A regular programme for those students considering applications to Oxbridge, Medicine and Veterinary Science including mock interviews, visiting speakers and personal statement workshops.
- When appropriate, full support and guidance for UCAS applications, with guest speakers coming in to talk about aspects of the application process, including choosing courses and completing the personal statement.
- A large range of careers resources for students in the Sixth Form Resource Area.

### Extended Project Qualification (EPQ)

Year 12 students are given the opportunity to study for the Extended Project Qualification (EPQ), which develops students' abilities to manage a research-based project and all the associated tasks using their own initiatives and resources. Worth up to 28 UCAS points, or half an A-level, this will be introduced in Year 12 with the research for this project taking place alongside their other studies. Universities and employers value the skills and commitment to independent learning demonstrated by those who undertake the qualification.

### VIC VI+

The VIC VI+ programme provides a range of additional opportunities aimed at the most academically able students to support them when applying to the most competitive universities.

It includes:

- The Oxbridge group, which meets regularly to support applications to Oxford and Cambridge universities.
- Visits to colleges in Oxford or Cambridge, with whom we have strong links, guidance through the application process by experienced tutors, mock interviews, supported applications to Oxford's UNIQ and Cambridge's HE+ access schemes as well as shadowing schemes and summer schools.
- The 'VIC Medics' group provides guidance and medical related extra-curricular opportunities to support students interested in studying medicine, nursing, midwifery and veterinary science.
- Regular visits and workshops delivered by top Russell Group universities on a range of topics from the UCAS applications procedure to finance to study skills.



---

## Work experience

The Sixth Form work experience programme is an ideal platform by which we can introduce Year 12 students to the world of work and give them an invaluable insight into what careers and opportunities are available after their academic studies. It also helps them to start and build up the many essential transferable skills that employers and recruiters will be looking for at both interview stage and in the application process.

Work Experience week takes place during the last week of the summer term which is the school's enrichment week. No subject lessons take place during this week. While we endeavour to help place students, we also encourage students to organise their own placements too, whether that be locally, nationally or internationally.

## What happens at the end of Year 12?

We will be looking at Year 12 practice exam results, along with expected grades throughout the year, to decide whether there needs to be a discussion about suitability for continued study into Year 13.

## Pastoral support

While transition to A-Level and beyond is an exciting time we recognise it can also present challenges for young people. It can influence many different social, emotional and health needs that may impact on the ability to flourish academically. At Ulverston we have a well-established infrastructure, strategies and expertise in place for pastoral support for our young people. This includes mentoring, health and well-being tutorials, advice and guidance to help young people feel supported and able to take ownership and responsibility towards managing their emotional health and well-being.

## Enrichment Activities

We offer a very wide range of enrichment activities, and encourage students to engage with the wider life of the school. They include, but are not limited to:

- Extended Project Qualification
- Duke of Edinburgh Gold Award
- Vic Medics
- Reading Buddies
- Maths Buddies
- Sixth Form Self-defence
- Chess Club
- Sports Clubs
- Sixth Form Student Council
- Drama Productions
- Music—various bands
- Senior Maths Challenge
- Robotics Club
- Science Ambassadors



## Contact details

We hope this guide has answered any questions you may have had, but should you have any further queries, please visit our website [www.uvhs.uk](http://www.uvhs.uk) or email the sixth form team: [enquiries-6thform@uvhs.uk](mailto:enquiries-6thform@uvhs.uk).



## Setting up the Microsoft Authenticator app

For security reasons we ask all students to set-up multi-factor authentication (MFA) to access their school accounts, including email Microsoft Teams and other digital school-related platforms, when they join the Sixth Form.

To download and install the Microsoft Authenticator app onto your mobile phone following the instructions below.

To do so on your phone, use the QR codes below for either Android (left) or Apple (right) devices:



Google Play

App Store

Alternatively, login into a PC or laptop in school with your student login details.

Open a web browser (Chrome or Edge), click on the Tab titled **My Apps** and click **Next** if the **More information required** message is shown.

### More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Follow the instructions to setup the Authenticator app, choose the **Work or school account** option before scanning the **QR code**, once scanned enter the 6-digit code to verify the app setup.

### Microsoft Authenticator



Enter code

Enter the 6-digit code shown in the Microsoft Authenticator app.

Enter code

