



PUTNEY
HIGH SCHOOL

GDST

Sixth Form Handbook 2025 - 2026



Welcome

Welcome to the Sixth Form at Putney High School.

The Sixth Form years at Putney are a time for challenge, excitement and fun. Whatever path you are taking in your studies, we hope you will enjoy the many opportunities on offer here and we look forward to seeing you participate fully in Sixth Form life.

Now that you are at the top of the school, you should be taking responsibility for your learning and your lifestyle. Remember that you are also a role model to younger students in other year groups.

The Sixth Form team is here to support and enable you every step of the way. This handbook will give you important information that will help you to settle in and there will be further information provided at key times of the year on the Sixth Form Teams Channel. At any point, your tutor is your first port of call for any queries. If s/he is not available, the wider Sixth Form team will be happy to answer your questions.

Make the most of everything that is on offer at Putney. We look forward to working with you over what promises to be two exceptional years.

Mrs Sophie Clegg
Director of Sixth Form

Important Contact Details

The Sixth Form Team

Your tutor should always be the first point of contact for any enquiry. They can be contacted on 020 8788 4886 or via putneyhigh@put.gdst.net. You will be given all of the form tutor email addresses at the start of term in September.

For more serious issues, please contact the relevant Head of Year or the Director of Sixth Form.

Sixth Form team

Mrs Sophie Clegg	Director of Sixth Form
Mrs Alex Arnold	Assistant Head of Sixth Form (Head of Year 12)
Mr Mark O'Brien	Assistant Head of Sixth Form (Head of Year 13)
Miss Erin Bradley	Head of Careers
Mrs Lindsay Patience	Higher Education and Oxbridge Co-ordinator
Mrs Christy Powell	International Universities Co-ordinator
Mr Pete Coulson	EPQ Co-ordinator

Other people who you may then wish to contact are:

Ms Jo Sharrock Head	j.sharroock@put.gdst.net
Mr James Mutton Deputy Head (Academic, Digital Innovation & Curriculum)	j.mutton@put.gdst.net
Dr Jane Brandon Deputy Head (Pastoral)	j.brandon@put.gdst.net
Mrs Phoebe Bradley Deputy Head (Academic)	p.bradley@put.gdst.net
Mrs Pippa Gilbert Deputy Head (Academic) (on maternity leave)	p.gilbert@put.gdst.net
Ms Kim Carr School Nurse	k.carr@put.gdst.net
Ms Laura Mae Brown Student Wellbeing Lead	l.brown2@put.gdst.net

Absence

It is expected that students have as close to full attendance as possible. However, guidelines for any necessary absences are below:

- If you are ill, your parents should email putneyhigh@put.gdst.net and your form tutor on each day that you are away to explain your absence.
- If you are unavoidably absent for a planned medical appointment your parents should email your form tutor and putneyhigh@put.gdst.net in advance of the appointment to explain your absence. **Medical appointments, driving lessons and tests etc. should all be scheduled out of school time!**
- If you are absent from lessons because you are on a planned school trip, you should notify all the teachers whose lessons you will miss at least two school days before you are due to be away so that they can make alternative arrangements for you to complete your work.
- If you will be absent to attend **University Open Days, a Taster Day or Careers Insight Days**, you must hand in an open day request form to the Sixth Form office, signed by a parent or guardian and all the teachers whose lessons you will miss, **at least two school days before** you are to be away. Copies of this form are available outside the offices on the first floor of the Sixth Form Centre. **You are strongly advised not to be out of school for more than three Open Days.**
- If you wish to be absent for a day or part of a day for any other reason, your parent(s)/guardian(s) must write to/email Ms Sharrock requesting that you be granted time out of school. Authorised absence is not given for holidays that are taken during term time.

Attendance and Punctuality

Attendance

We expect all students to attend morning registration and all timetabled lessons. Whilst we expect that students may miss the odd day as a consequence of illness or appointments, attendance that dips below 95% will be investigated and it is likely that your parents will be contacted if attendance dips below 90% without good reason.

Punctuality

All students must be on site by 8.15am and be at Registration by 8.30am.

Important notices and information are often distributed at registration and it is important that you are punctual for these. You should be in school at least 15 minutes prior to registration, to gather your books for your lessons and hand in or collect work.

On occasions that you are late for registration, you will miss important information, feel rushed and may have difficulty knowing what is going on at school. For this reason, persistent lateness will result in the removal of privileges.

- Your tutor will not register you if you arrive after 8:30am.
- If you arrive after 8.30am, you will be marked as late by a member of the Sixth Form Team on duty by the Futures Hub entrance. If you arrive after 8.50am, you must sign in at Senior School Reception.
- You must use your swipe card when entering and leaving the school premises at any time. If you forget your card, please sign in and out at Reception.
- Numbers of times late are included in school reports and will be taken into consideration when selecting Prefects and House officials.

If you arrive late for school four times in a half term, you will be placed in detention.

Failure to sign in/out will result in a loss of your 'signing out privileges for four afternoons. (See section below: 'Leaving school premises')

A Levels and Assessment

Student study three A Levels or, in a smaller number of cases, four A Levels with an EPQ.

You need to work consistently throughout the two years to achieve the best outcome. There are several formal assessment points where your progress and performance will be communicated to your parents:

Year 12
October, December, June: Progress reports
November: In-person Progress Review Evening June: Online Progress Review Evening
<p>May: Internal examinations <i>These examinations will be scheduled just before the May Half Term and will give you an indication of your progress over the first two terms of Year 12.</i></p> <p>July: Full written report <i>This will be based on your progress throughout the year and will include an indication of your 'working at grade' at the end of the summer term.</i></p>
Year 13
October: Progress Report December: Online Progress Review Evening
<p>January: Mock examinations <i>These examinations will be held immediately after the Christmas Holidays and will give you an opportunity to review your progress in Year 13.</i></p>
February: Mock examination results March: Full written report

After the Year 12 examinations, your subject teachers will tell you what grade they hope you will gain to help you decide to which universities to apply (this is called your **Guideline Grade**). In September of Year 13, these indicative grades will be reviewed and **'Predicted grades'** for university applications are then agreed. Your predicted grades will be sent home to parent(s)/guardian(s).

Bullying

We take bullying very seriously. The school's bullying policy is displayed in every form room and can be viewed on the website here:

<https://www.putneyhigh.gdst.net/about/policies/>

Careers and Higher Education Advice

The Sixth Form Team (Director of Sixth Form, Assistant Heads of Sixth Form and Form Tutors), the University Team (Higher Education, Oxbridge and International Universities Co-ordinators) and the Careers Department are available to offer you advice and support with careers and higher education queries.

Miss Erin Bradley, the Head of Careers and Mrs Lindsay Patience, Higher Education Co-ordinator, will guide you in your choice of subjects leading to university entrance and future careers through specific timetabled lessons. Miss Bradley organises careers fairs and career focussed events. You will be kept up to date with all careers-related information such as work experience opportunities via the dedicated Career Teams Channel. She is also available to provide careers advice and signpost appropriate resources for you. If you would like to make an appointment to discuss a particular matter, please e-mail e.bradley@put.gdst.net

There is a full programme of support in place for helping you to make decisions about higher education. Mrs Patience also provides specific support with applications to Oxford and Cambridge. Mrs Christy Powell is our resident expert in applications to US and other international universities.

Futures Programme

During your time in the Sixth Form, you will be encouraged to attend Futures sessions to explore subjects you are interested in further. These weekly sessions are run by specialist teachers to help you prepare competitive university applications. They will help you to explore the subjects you are interested in beyond the A Level curriculum and may involve presenting on academic topics or discussing hot topics in your subjects. Towards the end of Year 12, the sessions will begin to focus on admissions tests and interview preparation.

Commendation and Concern

If a member of staff is particularly pleased with something that you have done, you may receive a merit.

If staff have concerns about your progress or any aspect of your behaviour, they will communicate this to the Head of Year or the Director of Sixth Form who will meet with you to discuss how to resolve the issues raised. This may result in you being placed in supervised study, a meeting/contact with your parents, input from the learning enrichment department or school counsellor, or you may be placed on report or in detention.

Students who miss a deadline or do not complete work to a satisfactory level may also be placed in supervised study in the library during their study periods.

Counsellors

The school counsellors are available for anyone needing support. They are always ready to listen to whatever is on your mind. Whatever it may be – it is important! This might include:

- Relationships: whether within the family, with friends or within school.
- Anxiety over family issues, both recent and in the past.
- A general feeling of unhappiness.
- Difficulties with settling into the Sixth Form.

It is important to stress that they are there for you, for support. If you need to talk something through, whatever it is about, it is important and they will want to help.

Appointments can be booked directly by the girls via the link
<https://app.acuityscheduling.com/schedule.php?owner=20748323>

Dress Code for the Sixth Form

Sixth Formers are free to choose their own style of dress which allows them to express their individuality whilst also setting a good example to younger pupils. Students should remember that Putney High School is a workplace and a multi-cultural environment and the clothes that they wear should reflect this.

To achieve this, the following are not permitted:

- Cropped, low cut or strapless tops
- Very short skirts/ dresses/ shorts
- Hats and hoods are not to be worn in classrooms or for assembly
- Facial piercings (unless permission has been sought on religious or cultural grounds prior to the piercing)

When sixth formers are involved in more formal occasions (e.g. Open Days) or acting as ambassadors for the school at events, they should dress smartly to reflect the formality of the event. This means avoiding items such as leggings, joggers/tracksuits, and ripped jeans.

This policy is reviewed annually with the Head Student Team.

FOPHS Fitness Centre

The FOPHS Fitness Centre, containing high quality, professional equipment, is for the exclusive use of Sixth Form students from 8am to 4:30pm Monday to Friday. For Health & Safety reasons, an individual student cannot use this facility until they have undergone an induction session with a member of the PE Staff.

Head Student Team, Prefects and Subject Ambassadors

All members of Year 12 are eligible to be selected as prefects, members of the Head Student Team and subject ambassadors. The selection process for these takes place in the Spring term, with the new team taking on their responsibilities in the Summer term.

Houses

All students are members of a House: Beryl Burton, Kathleen Ferrier, Audrey Hepburn or Freya Stark. These four Houses compete for the House Trophy which is awarded annually. The House competitions take many forms and involve many activities, and all Sixth Form students are encouraged to participate fully where possible.

House Leadership Roles

There are many other opportunities to take on a leadership role within the House system and also when helping to run the multitude of other activities that take place within the school day. We encourage all Sixth Form students to take a leading role in in-house events.

Lessons

Students are expected to be well prepared and punctual.

- If you know that you are going to be away for a lesson you must inform that teacher in advance.
- If you are unexpectedly away (e.g. through illness) it is your responsibility to speak with/email your teacher to catch up with any learning missed.
- If a member of staff knows that they are to be away for a lesson (because they are on a training course etc.) they will set work which should be completed in that time.
- If a member of staff is unexpectedly away, they will set a task through another member of the Department or the Director of Sixth Form, or electronically. If a member of staff is absent you should attend your lesson as normal. If there are problems, please report to the school office.
- Study lessons - when you have no scheduled lessons you should use at least 45 minutes of this time to complete work or carry out another academic activity; it is not a 'free' and we may intervene if required and supervise a student's study habits.

Leavers' Ball

You will be invited to a Ball for all Year 13 leavers towards the end of the summer term. This is organised by a group of Year 13 parents in consultation with Ms Sharrock.

Leaving School Grounds

As a Sixth Form privilege, you may leave the school grounds between 1.10pm and 2.20pm; this is called your 'signing out privilege'. If you need to go out of school outside these times, you must have the permission of either your tutor, Head of Year or the Director of Sixth Form. Whenever you leave and enter the school grounds, you must, for your own safety and that of others, swipe in and out in Reception and use the pedestrian entrances. Failure to swipe in or out of school will result in an immediate withdrawal of signing out privileges.

Mobile Telephones

Please keep your mobile telephone safe and **use it discreetly and only in the Sixth Form Centre**. All phones should be switched off and, in your bags, or lockers during lessons (including registration and form time), and in the Library. Use of mobile phones in lessons (including form time) and outside the Sixth Form Centre will result in the confiscation of your phone until the end of the day.

Open Days and Tours

Sixth Formers are valued members of the school community and their experience and input during the Open Days and with tours is greatly appreciated by prospective parents. As such, we ask that all Sixth Form students are available to help. Please remember that for occasions such as Open Days, you should dress smartly to reflect the formality of the event.

Respectful Behaviour

The school's Code of Conduct, based around respect, continues in the Sixth Form. This is displayed in every form room and can also be found here:

<https://www.putneyhigh.gdst.net/about/policies/>

Do be sensitive to others and treat them with respect. For instance:

- Don't form exclusive friendship groups.
- Don't hand out party invitations or discuss social events in front of people who are not invited.
- Don't gossip or spread rumours about people.
- Don't leave your belongings, coffee cups or the remains of your lunch for someone else to clear up.

Smoking and the use of vapes is discouraged on health grounds and is not allowed on site or on trips or when connected with any school activity. Any cigarettes or vapes found on school grounds will be confiscated and destroyed, and anyone found smoking or vaping in school will be excluded.

'Study Afternoons'

When you do not have contact time with academic staff you are expected to be directing your own learning.

In Years 12 and 13, you may leave school to direct your own study off-site from 2.50pm if you have no academic obligation on that afternoon. This privilege will be removed in case of concerns, such as academic work, attendance and punctuality.

It should be noted that presence at School Assembly on Friday, Year Group and House Assemblies is mandatory.

You must 'swipe out' as normal when you leave the school grounds. Permission can be rescinded if the same conditions are not kept.

UCAS

UCAS is the system through which you apply for degree courses in higher education. Detail on the applications process is provided in our Higher Education Booklet which is distributed to all Year 12 students and parents in the Spring Term of Year 12.

The Higher Education Fair is held in the Spring Term for students and parents to explore the options available post-18, and to explain the key aspects of the university application system. After Year 12 internal examinations, you may choose to attend up to three open days, with consent, before the end of the Summer Term; you are encouraged to visit many more in holidays and at weekends.

Preparation for Applications

We have designed a comprehensive Futures programme for those aspiring to the best universities in the world, such as Cambridge, Imperial, Oxford, University College London, Yale and Harvard. These universities are ranked in the top 10 globally and the application process is demanding and competitive. Cambridge, Oxford and some other universities require students to attend an interview, and in some cases, sit an admissions test.

We also offer comprehensive support for all candidates preparing for Oxford and Cambridge admissions tests and interviews. More information on which courses require admissions tests is available and the individual university websites.

Though the Futures programme is designed with the most selective universities in mind, the programme is of interest and value to all students as sessions extend understanding of subjects and provide an opportunity to delve further into topics that interest you. Participating in these sessions will help students determine their post-18 path and enhance their university applications wherever they choose to apply.

The programme is overseen by Mrs Patience, who will encourage you to be intellectually ambitious and support you with your university application.

Starting in Year 12 and continuing through to December of Year 13 when interviews for many universities take place, we run many activities designed to enhance a student's chance of success, such as sessions to sharpen interview and discursive skills, extend reading ability and knowledge in the chosen subject area.

US Applications

Each year, students win places, including scholarships, at top universities in the United States. We have a detailed programme in place led by our US Universities Co-ordinator who helps students to prepare for US applications. If you are interested in an application to the USA, speak to Mrs Powell at the start of Year 12 so that you can start ACT preparation classes.

Please see the **Higher Education Handbook** for more information.

For further information on any aspect of school life, please refer to the [Senior School Handbook](#), the [Sixth Form area of Firefly](#), or speak to a member of staff.