

PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18

Headteacher: Dr A.A.L. Evans, B.Sc. Ph.D.

Head of Sixth Form: Mrs C. Webb, B.A. (Hons)



SIXTH
FORM

General Information for the New School Year

SIXTH FORM DIARY

Students will be given a Sixth Form Diary; they should use this to record their homework and to help them organise their work. Homework set can also be viewed on Showmyhomework. New students joining our Sixth Form will have details sent home at the beginning of the Autumn Term. Please contact Mrs Tranter if you do not receive these. We want to encourage our Sixth Form students to plan their working week and the Diary will help with this. Student House Points are also recorded here.

ATTENDANCE

We operate an attendance alert system where parents and carers will be contacted if a student's absence on any day is unexplained. We would therefore ask you to telephone the school on each occasion your child is absent using the Sixth Form extension. You can also email sixthform@princehenrys.worcs.sch.uk. **The attendance alert system is based on attendance at registration (9.00 am), therefore if a student is late and fails to attend registration parents and carers may well be contacted.**

Absence from lessons can lead to problems and should therefore be kept to an absolute minimum. Wherever possible, medical appointments should not be made in school time. Where unavoidable, school must be informed in advance (details as above for all sixth form absences) or by presenting a copy of the appointment slip to Mrs Tranter. Students must not miss academic lessons or timetabled private study periods to take driving lessons; however, lessons may be taken during an **unsupervised** private study lesson. Students must ensure that they sign out / back in at the Sixth Form office or common room.

In references we are asked to comment on students' commitment to their studies and we believe that good attendance is one way of demonstrating this commitment. A student with a 95% attendance record means in any one year the student has missed two weeks or 50 lessons.

PUNCTUALITY

Students are expected to be on the school premises at 8.55 am, ready to move to Registration or Assembly at 9.00 am. We appreciate your co-operation in ensuring your child has left home in ample time to get to school.

HOLIDAYS DURING TERM TIME

Our school policy is not to grant any leave of absence for family holidays during term time unless there are exceptional reasons. Therefore, any holiday taken in term time will be deemed as an unauthorised absence. Whilst notification of planned absences for routine events such as medical, orthodontist, music exam appointments, etc., should be put in writing in to the Sixth Form office, I must be informed in writing of any other planned absence.

Victoria Avenue, Evesham, Worcestershire WR11 4QH

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The Prince Henry's High School Academy Trust trading as Prince Henry's High School, registered as a company in England and Wales at the above address. Reg No 07512962

Working in collaboration with Bredon Hill and St Egwin's Middle Schools

EQUIPMENT AND GOOD WORK HABITS

All students will be expected to attend lessons with the correct equipment, both general and specific. It is important that students hand in homework on time and that they keep up to date with their private study schedules. In coursework subjects it is essential that interim deadlines are met even if the final deadline is still some time away.

HEALTHY EATING

In our Sixth form Common Room we have a canteen Little Henry's for student usage. Little Henry's is open before school for breakfast service and then from 10.30am – 2.00pm. Food can be purchased using our biometric fingerprint system or via card pay.

FREE SCHOOL MEALS

Under certain circumstances, some students may be eligible for a free school meal and in recent years we have been surprised by the low take-up. I strongly advise all eligible parents and carers to take advantage of this system; it is in the interests of both the students and the school.

[Please see our school catering page for full details on Free School Meals.](#)

MOBILE PHONES AND ELECTRONIC DEVICES

Our Sixth Form students are allowed to bring mobile phones to school but their use should be limited to our Sixth Form Centre. They are not allowed to use their phones in Lower School areas and phones will be confiscated if students do this. Some students also choose to bring in their own laptop or tablet to use in their private study time, these must be used in conjunction with the school ICT policy. Any mobile phone or other device that is brought into school is done so entirely at the student's risk. The school will not be responsible for any loss or damage to the device. We ask parents and carers wishing to contact their child whilst at school to do so via the Sixth Form office and encourage parents and carers not to text or phone their child's mobile phone during the school day.

PHOTOGRAPHS OF SCHOOL STUDENTS

From time to time we may invite students to be photographed. This is normally to celebrate a particular success story or individual and/or collective achievement. Such photos might appear in one of the school's own publications, on the school website or in local press coverage. Since the introduction of the Data Protection Act 2018, we have been obliged to seek consent in order to use photographs of students in this way, which we have done for all students in school either via letters home or through the admissions form. I should like to stress that as we would never force a student to be photographed against their wishes for these purposes, you could ask your child to make it clear to the member of staff at the time if they do not wish to take part.

It should be noted that under the DPA 2018, photography of students for educational purposes and for safeguarding purposes will take place.

DRIVING TO SCHOOL

Students wishing to bring a car on to the school premises must acquire a parking permit from Mrs Tranter in the Sixth Form Office that must be displayed in the car windscreen when parking in school. The school needs to keep a note of all student vehicle registration numbers and we ask you to notify us of any changes that occur so that a new permit can be given. Please ensure that your insurance covers any passengers you may be transporting in your car.

Student should park in the gravelled car parks by the Conference Centex and above P block. When driving on the school site students must exercise extreme care and caution and avoid driving when there is a lesson changeover. Extreme caution must be exercised at the end of the school day when priority is given to the school buses.

STUDENTS COMING TO SCHOOL BY CAR

I have been asked by Mrs Thomas (Deputy Headteacher) to inform you about the issues concerning the school at the start and the end of the school day. There are parking restrictions in Victoria Avenue at the start and end of the school day, with limited access to the school, compounded by 10 school buses dropping children off in the morning and picking them up again in the evening.

[Please see our school transport page for more information regarding students coming to school by car.](#)

STUDENTS' BEHAVIOUR IN PUBLIC PLACES

A large proportion of our students walk to and from school. I would be very grateful if parents and carers would impress upon their children the importance of consideration for others in public places, particularly where pavements are narrow and where elderly people or those with pushchairs or young children may be trying to walk against the flow of PHHS students. While this applies mostly to Evesham, it is also relevant to at least some of the villages that our students live in.

SCHOOL PREMISES

It is important that all parents and carers understand that the school premises, including the school fields, astro-turf and tennis courts, are private property. The Sports Hall, astro-turf and The Henrician are available for community use and may be booked in advance using the proper channels. The school also organises a wide range of extra-curricular activities using these and other facilities. However, under no circumstances should students of the school, their friends or other family members be on any part of the school site outside of school hours, including during the evening, at weekends and school holiday periods.

Dr Evans
Headteacher