CFGS|6

ASPIRE BELIEVE ACHIEVE

CFGS6

Parent and Tutor Greet and Meet

15th September 2026

CFGS6 Vision

CFGS6 Students **Aspire**, **Believe** and **Achieve** through receiving a **Central Education**.

What is a Central Education at KS5?

All CFGS6 students are **well rounded** and receive **excellent quality of education** and **experiences** that enable them to **flourish** in a **competitive market place** and the **wider world**.

The CFGS6 Team

Deputy Head Teacher with KS5 Responsibility/ Outcomes – Ms El-Damanawi

Director of CFGS6 – Mrs Richards

Head of Year 13 – Mr Bartrop

Head of Year 12 – Mr Williams

Key Stage 5 Progress Manager – Ms Sam Gale

Key Stage 5 Academic Learning Coordinator – Ms Mackenzie & Ms West

Key Stage 5 Study Supervisor – Ms Mizan

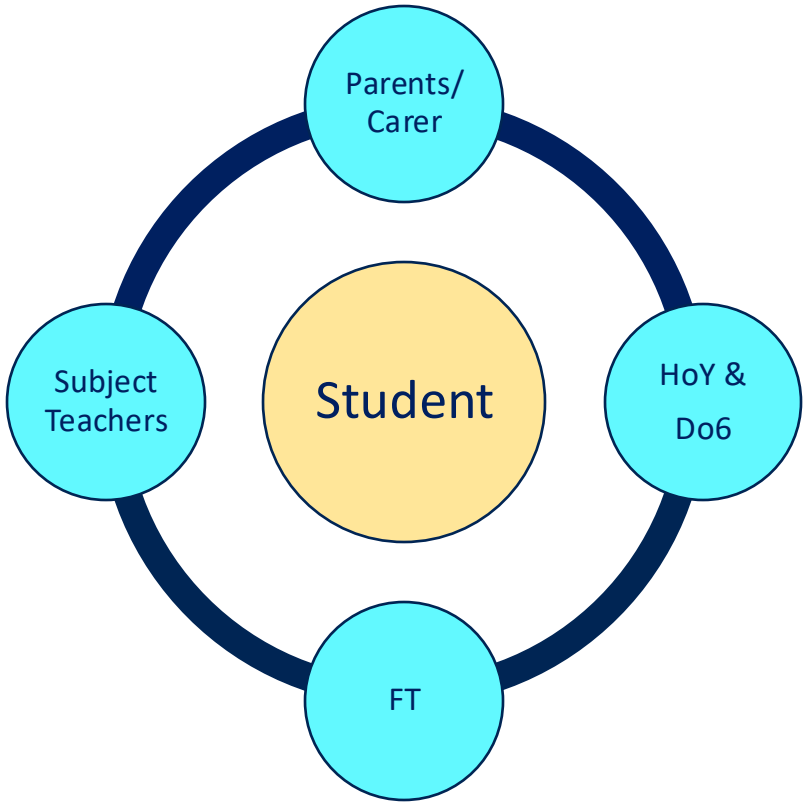
Aspire Receptionist – Ms Tasneem

Attendance Officer at CFGS – Ms Khatun

Attendance and Welfare Advisor (LBTH) – Ms S Bahar (Thursday)

Designated Safeguarding Lead (DSL) – Mrs Rehman

Deputy DSL – Ms S Wilson and Ms H Begum



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Academic Year Dates

- No student should be having additional time away during the academic year

Term Dates 2026-27
Autumn Term 2026
From: Wednesday 2nd September
To: Friday 18th December
Half Term: Monday 19th October to Friday 30th October

Spring Term 2027
From: Monday 4th January
To: Thursday 25th March
Half Term: Monday 15th February to Friday 19th February

Summer Term 2027
From: Monday 12th April
To: Friday 23rd July
Half Term: Monday 31st May to Friday 4th June

Key Dates: School Closures
Inset Day
•Tuesday 1st September

Bank Holidays
•Monday 31st August (Summer Bank Holiday)
•Friday 26th March (Good Friday)
•Monday 29th March (Easter Monday)
•Monday 3rd May (May Bank Holiday)
•Monday 31st May

Eid
Eid Al-Fitr – 9th / 10th March 2027 TBC
Eid Al-Adha – 16th/ 17th May 2027 TBC (school will be open if Eid is on the 17th May 2027)

Key Dates

Year 12 – Key dates for the academic year

Date(s)	Item
Wednesday 2nd September	**First day of CFGS6 Year 12**
Tuesday 15th September	CFGS6 Team Parent Meeting – all parents to attend (3:30-4:10pm)
Week of 21st September	Transition Exam for all Year 12 students based on Transition Units
14th October	UK HE and apprenticeship Fair at Emirates Stadium
2nd November – 13th November	Level 2 Public Exams – Resit Maths and English Language GCSEs
4th January – 22nd January	Level 2 and Level 3 BTEC Public Exams (Health and Social Care, Business and Applied Science)
1st – 12th February	Year 12 Extended Diploma in Health and Social Care – Compulsory Work Experience 1
Week of 8th February	Year 12 A Level Trial Exams
Thursday 18th March	Parents Consultation Evening for all Year 12 students and parents – TRACKS issued to Parents – compulsory attendance
March TBC	Annual UCAS Exhibition in London
19th – 23rd April	Year 12 Extended Diploma in Health and Social Care – Compulsory Work Experience 2
19th May	UCAT registration opens
7th – 11th June	Year 12 End of Year Exams, used to generate UCAS Predicted grade
5th – 9th July	Year 12 Work Experience week (excluding HSC Extended Diploma)
20th and 21st July	Post 18 Progression Days (compulsory attendance)

Year 13 – Key dates for the academic year

Date(s)	Item
Thursday 3rd September	**First day of CFGS6 Year 13**
Tuesday 15th September	CFGS6 Team Parent Meeting – all parents to attend (3:30-4:10pm)
Week of 21st September	UCAS Predicted Grades entered on system (final for Early cohort)
14th October	Early Cohort UCAS deadline
2nd November – 13th November	Year 13 Trial Exams
10th December	Parents Consultation Evening for all Year 13 students and parents – TRACKS issued to Parents – compulsory attendance
11th – 18th December	UCAS meetings to take place
4th January – 22nd January	Level 2 and Level 3 BTEC Public Exams (Health and Social Care, Business and Applied Science)
22nd – 26th February	Year 13 Trial Exams in Auditorium
5th May	Confirm Firm and Insurance place with UCAS if all offers received by 31st March
12th May	Final decisions/ offers to be received by students from all HE applications
14th May TBC	Student Finance England Applications to submitted
21st May	Final Submission BTEC work
2nd June	Confirm Firm and Insurance place with UCAS if all offers received by 12th May
10th May – 25th June	Year 13 A Level and BTEC Examinations
Thursday 19th August	Year 13 A Level and BTEC Results day

At CFGS6, we are:

RESPECTFUL

AMBITIOUS

INDEPENDENT

RESILIENT

We also act with:

INTEGRITY

At CFGS6, we are committed to developing transformative kills to aid progression and character:

Partnerships with CFGS6

- The Girls Network
- The Access Project
- KCL Medical Society
- LSE Law Society
- London School of Architecture
- The Trade Desk Mentoring
- MyTutor – external tuition provider
- SAMDA
- One Million Mentors

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Basic Expectations of all students

RE BELIEVE ACHIEVE

Arrive to school and lessons on time

CFGS6 students must not wear Jeans, heels, sliders, wedges, crocs, leisure wear, facial coverings including the Niqab

No electronic devices in Motivate or Explore EVER!!
Can only use them in Aspire in Café, Common Room and Break Out Areas.

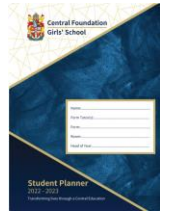
(See It, Hear It, Lose It)

PROHIBITED ITEMS
VAPES
CIGARETTES
DRUGS
ENERGY DRINKS

Follow rules regarding food and drink:

-No eating or drinking in corridors
-No chewing gum anywhere on the school site.
-Only water allowed in lessons.

ID BADGES to be worn at all times with PICTURE facing FORWARDS



Bring the required equipment each day. Get this out at the start of each lesson.

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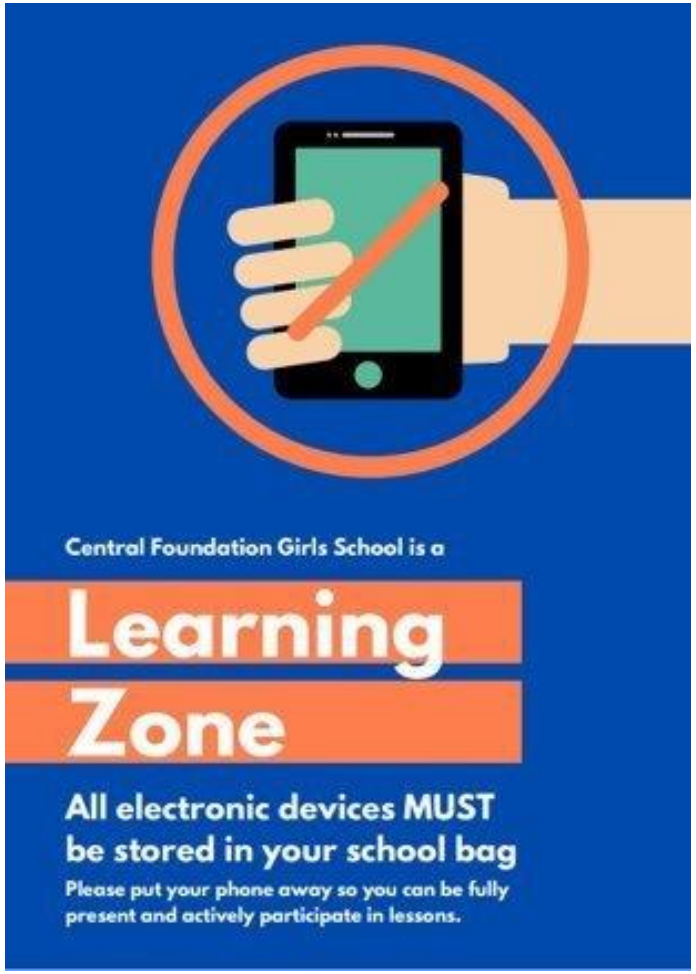
CFGS6 students can only use their phones/ headphones in the following areas:

- ❑ Café6
- ❑ Social6



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Attendance Policy

CFGS6 Attendance

CFGS6 aims to:

- Ensure all students have an attendance record of at least 96%
- Make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers and Governors
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Implement a system of rewards and sanctions
- Recognise the needs and support of the individual student in the event of significant periods of absence

Attendance Expectations	
100-96%	**Expected**
95-93%	**Satisfactory**
92-90%	**Cause for concern**
Below 90%	**Persistent absentee, a serious cause for concern***

- Parents must call daily by 8:30am to log absence
- Parents must reply to the daily texts that are sent out
- Parents must attend meetings at the request of a member of the CFGS6, they cannot send a sibling

Day of absence	Action	Outcome
1	Automated text goes home asking parent to inform school. FT to call home to clarify why student is absent	No response to call from FT. No response from automated text
2	Automated text goes home asking parent to inform school. FT to inform attendance team and HOY that student is absent for second day. Attendance team to make contact to clarify	No response to call from attendance team. No response from automated text. Continue to attempt contact
3	FT to inform Attendance team and arrange welfare check. AWA to attempt contact and conduct home visit if no response	No response to contact and visit. Attendance team continue to make contact.
10	AWA to inform Borough of student absence and missing from education (10 days)	No response to contact. Attendance team/ AWA continue to make contact.
15	Letter from SLT Lead for attendance outlining place is at risk and to contact the school immediately.	No response from family. Attendance team/ AWA continue to make contact.
20	Letter from SLT Lead for KS5 outlining student has lost seat at CFGS6 with LBTH Careers and Workpath details provided	Off - rolled

Attendance Policy 2026 Updates

1. If students undertake unauthorised holiday leave, they will have all Personal Study Leave removed for the duration they were absent for, in order that they catch up with all missed content
2. If a student fails to attend a public examination without good reason the school will request the carer/family pay the re-entry examination fee. Examination fees vary across Exam Boards and increase annually, to date the 26/27 exam fees are between £30 - £210
3. After 4 weeks (20 school days) of absence, the student's name can be removed from the register if there is no auditable evidence of an intention to return.
4. If attendance falls below 90%, or if a student has failed to complete the required work for course entry, a student will be placed on CFGS6's Referral Process for support. If the student's attendance fails to improve, parents/carers will be asked to pay for their daughter's examination fees. If their daughter meets their target grade in August, the school will reimburse the family.
5. If the student fails Stage 5 of the CFGS6 Referral Process, their place at CFGS6 could be removed at the discretion of the Headteacher.

Absences

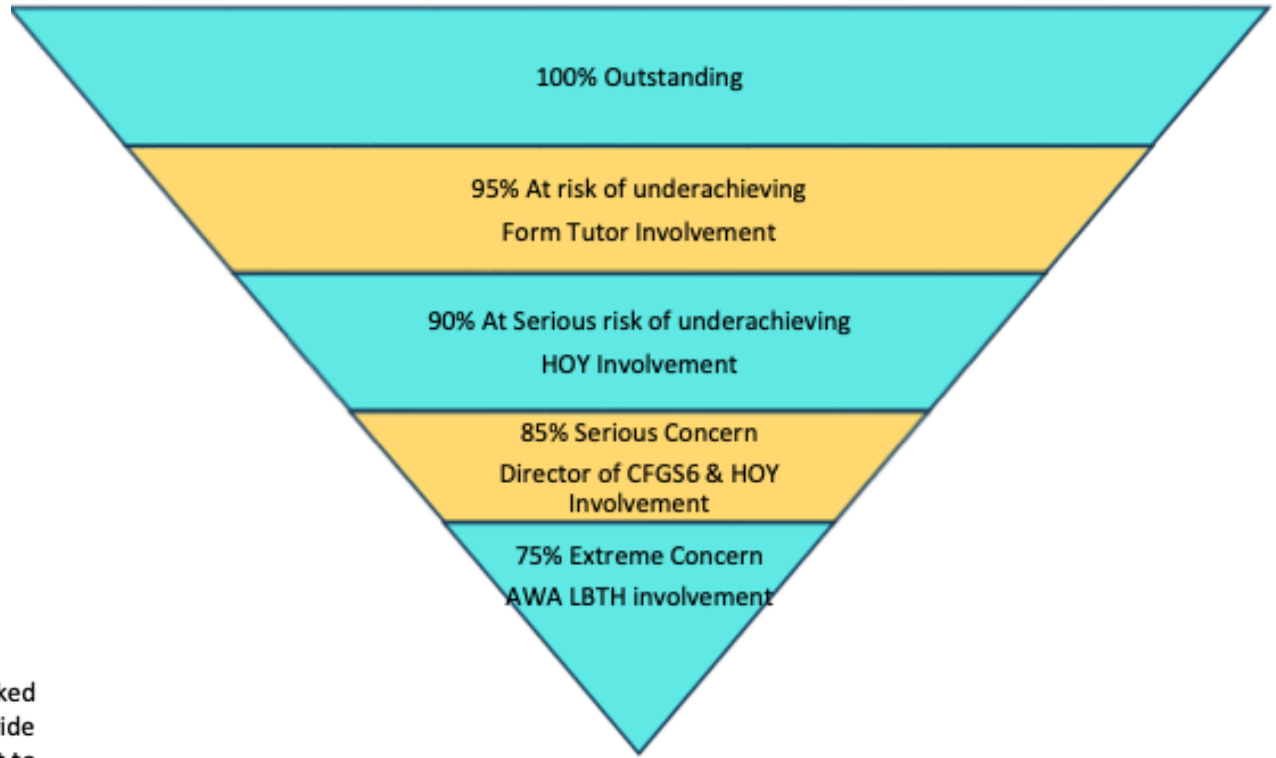
Acceptable reasons for being absent from school as set out by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work
- University and Employer Open Days – students may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g., medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance.

Unacceptable reasons for keeping a child away from school are:

- To look after siblings
- To provide translation at medical appointments
- Sleeping in
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Adverse weather conditions.

If a student is absent from school longer than a period of 7 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence. Parents/carers will also be asked to provide medical evidence if a student is absent frequently. Leave of absence will not be given to enable a student to undertake employment during school hours.



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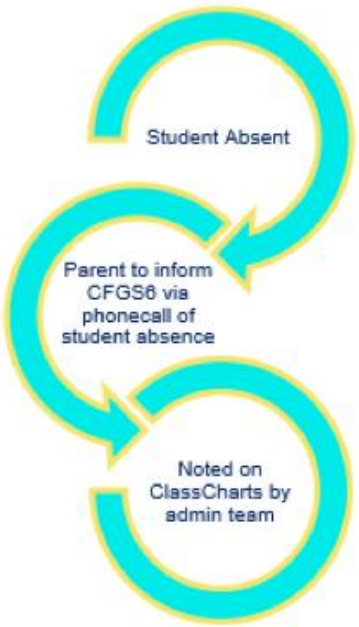
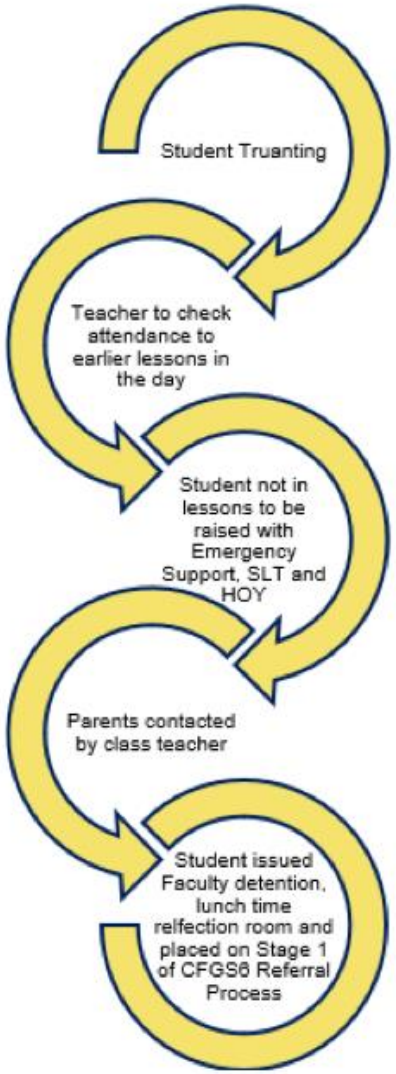
ASPIRE BELIEVE ACHIEVE

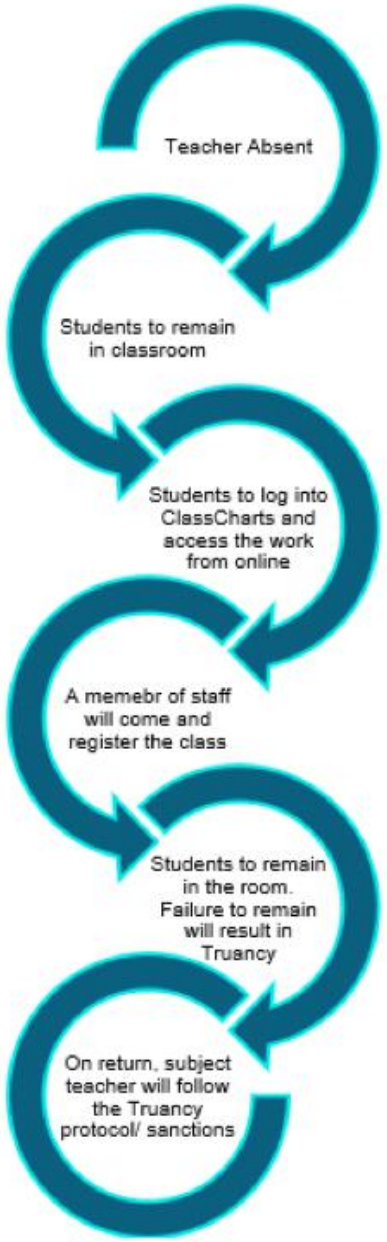
Student Absence



Student Truanting



Teacher Absence



Punctuality Late Detentions

- Students must be on site by 8:30am daily and sat in their classes by 8:35am. Any later than this and they will be marked LATE to school.
- On the day of each lateness, they will have a 15 minute detention from 3:15-3:30pm
- Failure to attend detention results in a HOY detention (1 hour) on a Monday
- 2 lates a week will result in Form Tutor Report and a HOY detention
- Failure to improve will result in student placed being on the CFGS6 Referral Process

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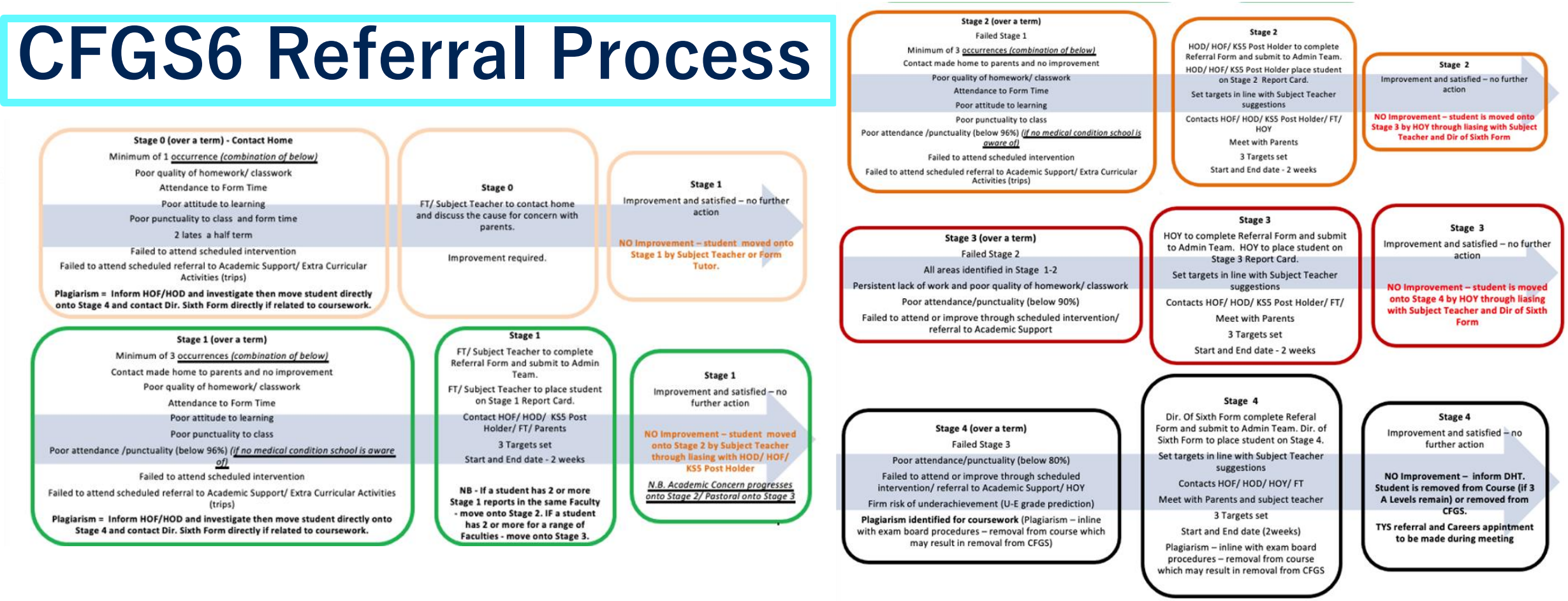
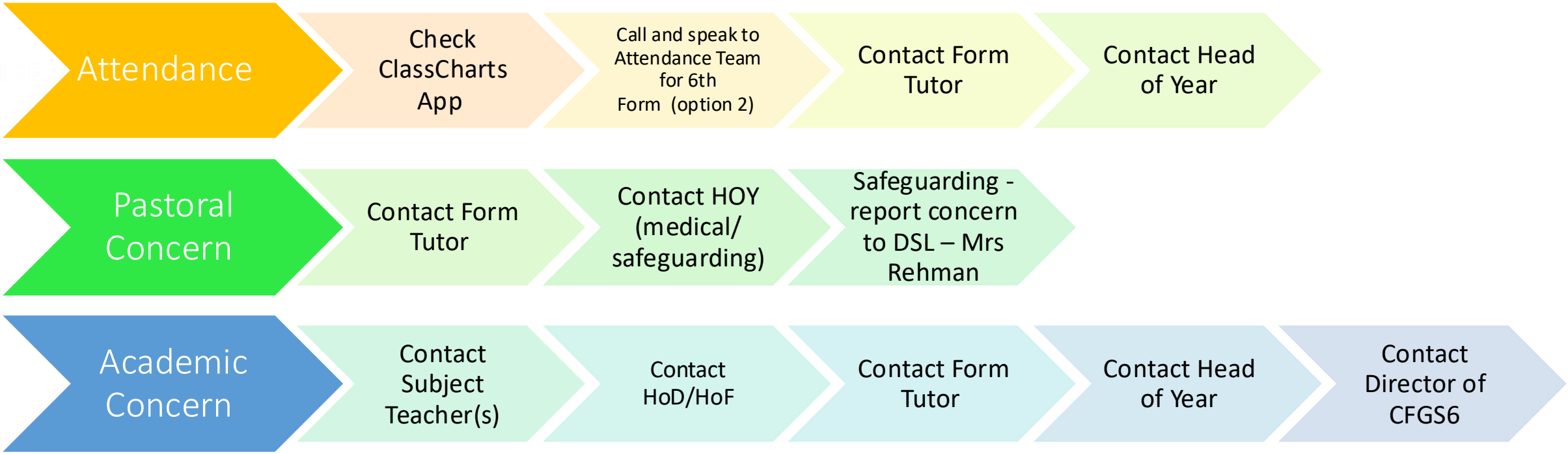
ASPIRE BELIEVE ACHIEVE

CFGS6 Referral Process



CFGS6 Dress Code

- All students, while on site, must be wearing their lanyards displaying their ID cards
- Clothing must be smart - clothes that are appropriate to a school and a working environment
- There is to be no denim or denim-looking trousers, leggings, skirts, shirts or jackets to be worn inside the school buildings
- Students must not dress in leisure-wear (including hoodies or tracksuit bottoms)
- Sensible shoes to be worn at all times. There is to be no stilettos, wedges, extremely high heels or sliders
- The niqab and the burkha are not part of school uniform and are not to be worn in the Sixth Form. Pupils may choose to wear them in their daily journey to or from school as it is accepted they may wish to exercise this personal choice when not engaged in school activities


Attendance
Check ClassCharts App
Call and speak to Attendance Team for 6th Form (option 2)
Contact Form Tutor
Contact Head of Year
Pastoral Concern
Contact Form Tutor
Contact HOY (medical/ safeguarding)
Safeguarding - report concern to DSL – Mrs Rehman
Academic Concern
Contact Subject Teacher(s)
Contact HoD/HoF
Contact Form Tutor
Contact Head of Year
Contact Director of CFGS6

What are AS and Lm?

Academic Studies (As)

All CFGS6 students will have 'As' timetabled for the equivalent of 150minutes a fortnight. This is split into a 100 minute and a 50-minute session. During this allocated session students must complete their 'Academic Study work' generated by their class teachers. Work will be monitored by departments and copy of activities will be accessible on TEAMS for students to access. Students can also use these designated times to work on Post 18 applications, attend small study group sessions organised by teachers and meet with designated staff who lead on MHWB within the school. These are compulsory sessions, and any absence will recorded as truanting with a detention set by the HOY and placed on Stage 1 of the CFGS6 Referral Process. These will take place in the StudyZone and students are to complete work under silent conditions and they will be supervised by a Study Supervisor. If students truant 'As' they will be issued with a HOY 1 hour detention.

Learning Mentor (LM) (based in the Study6)

Students who are underachieving or who are a cause for concern will have Learning Mentor (Lm) placed on their timetable. These sessions are agreed between the HOY and student and are put in place for the student to work with the Academic Learning Coordinators to explore strategies to aid learning and improve outcomes. These are compulsory sessions, and any absence will recorded as truanting with a detention set by the Academic Learning Coordinators as per the School Truancy Protocol.

What is SI for Year 12?

Study Independently (Si)

All Year 12 CFGS6 students will have 'Si' timetabled to support with developing independent study skills for success at KS5. Within these allocated sessions, they will be registered by a member of staff and directed to complete work quietly. They should use this time to complete wider reading/ revision activities and work for their subjects/ post 18 preparation etc. Students are advised to come organised with a clear objective for what they intend to complete during these allocated sessions. These are compulsory sessions, and any absence will recorded as truanting with a detention set by the HOY and placed on Stage 1 of the CFGS6 Referral Process. These will take place in Aspire Library and StudyZone.

What spaces are available for students to work in?

StudyZone

The StudyZone is situated on the 3rd Floor in Aspire and is available for students throughout the school day to use for studying. Whilst it is timetabled for Academic Study and those who has Study Support on their timetables it can also be used by those seeking silent working conditions. Students can use the space as a quiet social area before school, during break time and after school until 5pm.

Study6

This is a small working area with 14 computers in that students can use during their Independent Study Time and either work in the area in small groups or independently. Students must be mindful of their peers working in the area during lesson times and of the staff offices that are situated either side of Study6.

Break out areas

Spaces in the corridors on the Ground, First and Second floor in Aspire can be used by students for quiet study throughout the school day, however they must work in these areas is quiet conditions. Failure to do so, they will be asked to leave the area.

Post 18 Support

Year 12 UCAS Convention (March)

Summer Year 12 Post 18 drop down days

UCAT Medical Support begins in Year 12

Oxbridge support via The Elephant Group programme in Year 12 – Early bird Sessions

Personal Statement dedicated time in registrations and in July and September

Webinars shared with students to attend in their own time

1:1 meetings with HOY13 or Do6 to send UCAS form

Early cohort – 1:1 support for Personal Statement from Oxbridge and Medical graduates/ professionals

Anyone not applying to HE will receive careers appointments and invitations to apprenticeship events via HOY13

UCAS key dates

Early Cohort – Medicine, Dentistry and Oxbridge = 14th October 2026

Remainder of Year 13 = 17th December 2026

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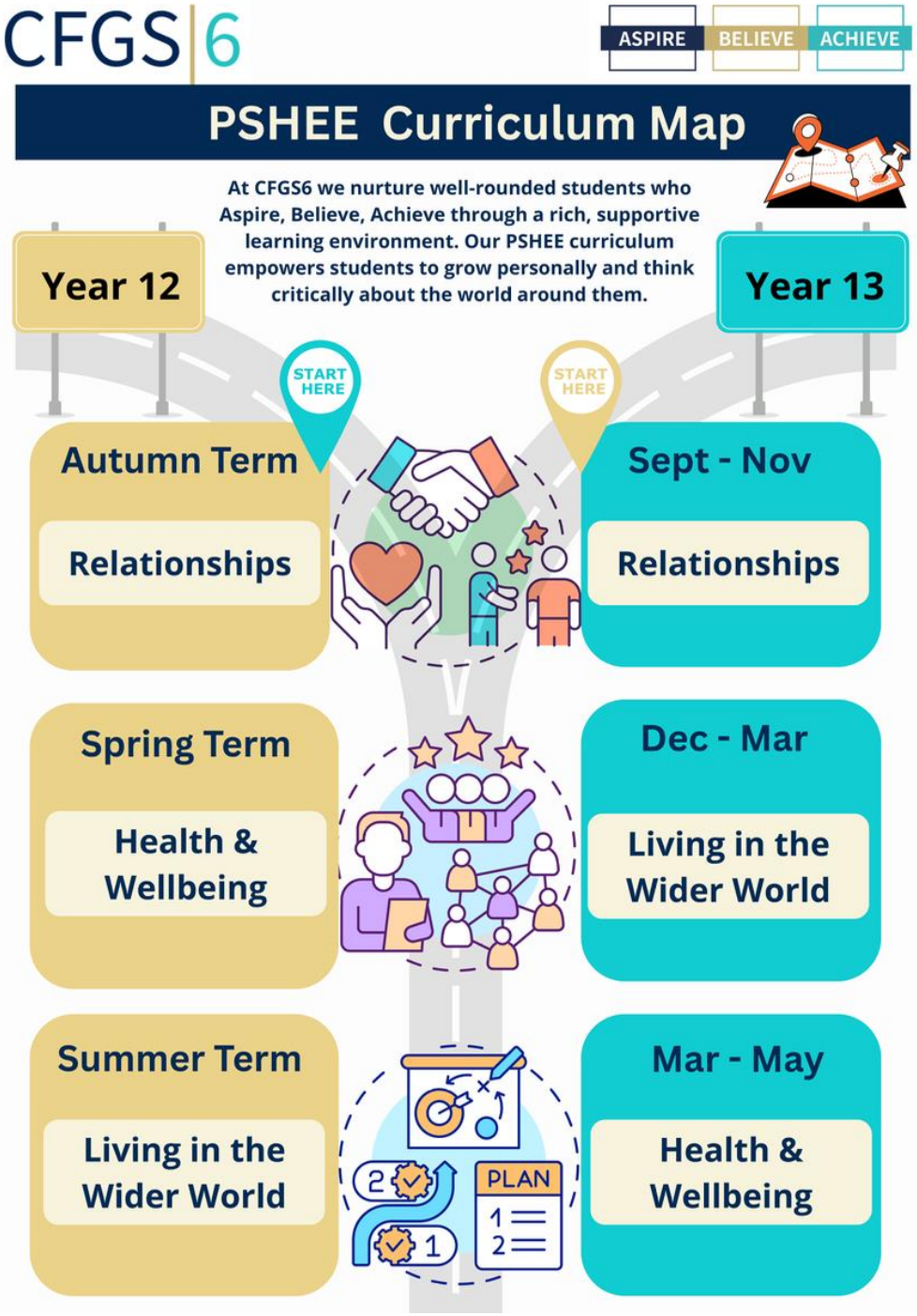
Delivered by

- Form Tutors
- External Speakers

Compulsory attendance



ASPIRE BELIEVE ACHIEVE

Supporting academic excellence

- Ensure your daughter is in all lessons and remains on site during her Personal Study Time to make good use of the resources
- She must be in daily by 8:35am
- No holiday/ pilgrimage until end of July
- A minimum of 5 hours additional study time per topic/ teacher each week
- Talk to your daughter about her studies and work
- Use the 'Revision' techniques in the Student and Parent Handbook to help her to look at ways to review effectively
- Attend workshops and seminars shared with parents from school via Gateway app or ClassCharts
- Engage in all meetings requested by the school
- No employment/ childcare duties during the school day (8:30 – 3:30pm)

CFGS6 Charter – Learning Expectations

The CFGS6 Charter is designed to sit alongside the Learner's Agreement, however its focus is to support students in stepping up to the rigour of Key Stage 5. A Level and BTEC courses require a strong level of independence, maturity, and commitment. This Charter explains the practical steps each CFGS6 student is expected to make outside the classroom in order to meet the demands of their courses.

The staff at CFGS6 will support students to work hard and to grow - both academically and personally - so that they Aspire. Believe. Achieve.

Teachers will provide students with the knowledge, skills and tools needed to be successful but A Level and BTEC students must be responsible for their learning. They will be set at least 90 minutes of homework per teacher per week. In addition to their set homework, students must complete a minimum of 4 hours of independent study.

CFGS 6

ASPIRE BELIEVE ACHIEVE

At CFGS6 we recognise the important role of high quality teaching and learning in transforming students into highly independent, resilient and reflective learners who are curious, critical thinkers who ASPIRE BELIEVE ACHIEVE.

At CFGS6 we want to:

1 Build Metacognitive Learners

Metacognition is about students learning and being able to self-regulate the learning. It is a skill that staff will help students to master so that they can independently learn for themselves. Metacognition helps teach students to prepare, plan, monitor and reflect on learning.

2 Develop Effective Study Skills

Revision over time is critically important at Key Stage 5 due to the depth and complexity of the content students are required to master.

Here are a range of effective study habits that will assist students in recalling and applying knowledge and understanding in examinations:

- Spaced Repetition
- Retrieval Practice - Flashcards
- The Pomodoro Technique
- Dual Coding
- Self- Explanation
- Positive Reinforcement and wellbeing support
- The Chunking Technique
- Cornell Notes

CFGS 6

ASPIRE BELIEVE ACHIEVE

CFGS6 CHARTER

Learning Expectations

The staff at CFGS6 will support students to work hard and to grow - both academically and personally - so that they ASPIRE BELIEVE ACHIEVE.

1 COMMITMENT AND ATTITUDE TO LEARNING

Success at this level requires maturity, dedication, and a proactive attitude.

In addition to the CFGS6 Learner's Agreement, we expect all students to:

- Take responsibility for their learning and seek help when needed
- Complete 4 hours of independent study time per subject a week
- Show resilience in the face of a challenge and remain solution focused
- Every missed lesson is a missed opportunity. Falling behind affects a students confidence, increases pressure, and can severely impact final results
- All work is to be complete by the next timetabled lesson

Why? Universities and employers seek independent, curious, and resilient learners. Year 12 and 13 is a bridge to the future - whether university, apprenticeships, or employment.

2 ORGANISATION OF FOLDERS AND RESOURCES

A key expectation at Key Stage 5 is that students take ownership of their learning journey.

CFGS6 students are expected to keep highly organised folders that contain:

- Curriculum map
- Glossary and key definitions
- Mark Schemes and exemplar exam papers
- Clearly dated class notes with correlated handouts and worksheets
- Marked assignments and assessments, with feedback, IACT improvements and reflections
- Revision materials (independent learning), such as mind maps, flashcards, past paper responses and Cornell Notes
- Academic Study Activities
- Super Curricular Activities

Why? Well maintained resources help students to develop critical thinking.

Building independent study habits and managing your time well are essential life skills and are key to academic success. Failure to use time wisely leads to rushed work, gaps in knowledge and lower grades.

Regularly check to ensure we are working together …

School Gateway – communication to/from school regarding absences/ progress reports sent out/ CFGS6 team will send communication letters/ invitations to webinars and information throughout the year

ClassCharts – Attendance/ Announcements/ Achievement and Behaviour points (with comments)

Emails – check your emails – sometimes staff will email if they cannot reachyou via mobile

Mobile Phone numbers – if you change your number inform us/ check we are not Blocked!

Medical conditions – update the school regarding any diagnosis or change of medication

The CFGS6 Team

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Director of CFGS6 – Mrs Richards

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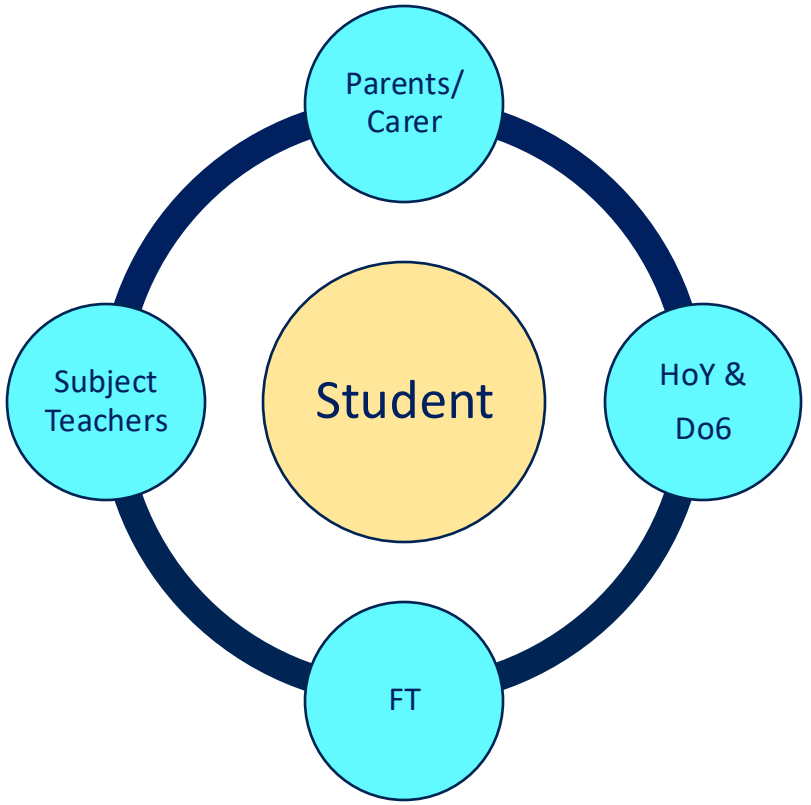

Useful Linked Documents for parents

Student and Parent Hndbook - key information about CFGS6, expectations, term dates, key dates for Year 12 and 13

CFGS6 Attendance Policy and Holiday Leave during Term Time Policy

CFGS6 Discretionary Bursary Policy

CFGS6 Charter