



# **WELCOME TO TAVERHAM SIXTH FORM**

## **Guide for Students, Parents and Carers**

**2023 / 2024**

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**There are several forms referred to in this booklet that need to be completed and returned to the sixth form office asap - please see separate [Appendix A document](#)**

## Welcome to Taverham Sixth Form

Joining the sixth form is a voluntary act by students and we welcome the fact that students want to extend their education by so doing. We try to recognise this by treating students as young adults wherever possible and by offering a greater range of privileges than students in Years 7-11. These include:

- use of a dedicated sixth form study centre – a resource centre for virtual learning resources including subject reviews and other journals
- use of a dedicated sixth form common room including a mini kitchen and vending machines
- a less formal dress code than lower school
- independent study time and enrichment timetabled within the school day
- home study arrangements (dependent on satisfactory progress/behaviour/attendance)
- a host of opportunities for involvement as senior students in leadership roles as well as in charity and social events, such as RAG week
- leaving the school site at lunch time

However, by joining the sixth form and becoming senior students of the school, students must also accept a greater responsibility than students in Years 7-11. Most importantly, sixth form students are responsible for their own learning and are always therefore expected to behave in a mature way.

### Attendance / Home Study

An academic timetable is given to students in September of each year, detailing their chosen course of study. In addition to these timetabled lessons, all non-contact sessions are for private study to ensure students have adequate time to complete directed study, wider reading and revision. Students are expected to work independently in the sixth form study centre.

#### Year 12

Year 12 students are required to register electronically (parent/carer consent required – please see section below on [Biometric Consent](#)) every morning and attend form time every afternoon. Students are required to be on-site from 8:30 am – 3:00 pm every day (and for any timetabled P6 classes until 4:00 pm). This is to ensure they adopt a good work ethic over a settling-in period, allowing us to gauge the progress they are making and that their subject choices suit them.

There is one lesson of enrichment and one lesson of character & culture each week, recorded on the timetable. Attendance is **compulsory**. Please see the [enrichment programme](#) on the school website for further details, including the options available for students to choose from.

A progress, behaviour and attendance review is undertaken in November and January. If satisfactory, Year 12 students may choose to take up to three blocks of home study time per fortnight to work at home. This is recorded on their timetables. They are not expected to attend morning registration if they have home study. Attendance at afternoon form time remains compulsory. However, this privilege will be withdrawn if a student is not keeping up with set work or deadlines, or if their attendance is unsatisfactory.

#### Year 13

Year 13 students are also required to register electronically every morning and at form time in the afternoon. Following a satisfactory progress, behaviour and attendance review in September, they may choose to take up to four blocks of home study time per fortnight to work at home. This is recorded on their timetables. They are not expected to attend morning registration if they have home study. Attendance at afternoon form time remains compulsory. However, this privilege will be withdrawn if a student is not keeping up with set work or deadlines, or if their attendance is unsatisfactory.

There is one lesson of character & culture each week, recorded on the timetable. Attendance is **compulsory**.

In addition to timetabled lessons, all non-contact sessions are for private study to ensure students have adequate time to complete directed study, wider reading and revision. During these periods students are expected to work independently in the sixth form study centre.

## **Sixth Form Code of Conduct**

Students at Taverham Sixth Form should aspire to be role models for the school, in terms of behaviour, commitment to learning and involvement in the school community. All staff at Taverham High School wish students to complete their study programmes successfully and expect that all students act appropriately to achieve this outcome. Therefore all students are expected to adhere to the Code of Conduct outlined below. Failure to do so could result in disciplinary action, including lunchtime/after school detentions.

All parents/carers and students must complete the Code of Conduct declaration in [Appendix A](#).

You are expected to:

### **Take responsibility for your own learning by:**

- completing all class and directed study set by teaching staff, submitting work to deadlines, and by catching up on any work through absence
- completing adequate independent study for each subject taken (1 hour for every hour of class study)
- arriving for registration and tutor sessions on time
- attending classes promptly and regularly, keeping absences to a minimum
- informing your tutor and subject teachers if you experience any difficulties, or if there are reasons why you may not be able to complete work, and, if necessary, seeking help from them
- accepting that examination entry is conditional upon regular attendance and satisfactory completion of class and directed study
- accepting that you could be asked to leave the sixth form at any time if attendance falls below 90%
- accepting that entry to Year 13 is conditional on having achieved adequate progress in all subjects studied
- accepting that entry to Year 13 is conditional on having an attendance record of at least 90%

### **Show respect for other people by:**

- conducting yourself in accordance with all relevant school policies, including the mobile phone policy and use of ICT
- not physically or verbally abusing anyone in the sixth form or school
- not hindering the work of any other member of the sixth form or school
- not bringing or encouraging strangers on-site

### **Take responsibility for your health and safety and that of others by:**

- following safety rules and fire drill procedures
- not bringing or using alcohol or illegal substances on site, or coming on site under the influence of alcohol or illegal substances
- not bringing anything on site which could be used as an offensive weapon
- not smoking anywhere on site
- returning consent forms with parental signatures and emergency contact numbers by the deadline
- behave appropriately on all educational visits and on public transport
- if you have a vehicle driving safely in accordance with the speed limit on the school site

### **Respect the building and premises by:**

- treating all school property with respect by not defacing or vandalising any of the buildings or decoration
- dressing appropriately so as not to cause offence to any member of the school
- recognising the common room as a place of relaxation and of study, and acting appropriately

### **The following acts will lead to immediate investigation by senior leadership and possible permanent exclusion:**

Bringing or inviting strangers on site; illegal acts including violence, vandalism, use of illegal substances; possession of offensive weapons; racist behaviour or racial harassment; sexist behaviour and sexual harassment of all kinds.

## Arrival / Departure

When arriving or departing the school site students **must sign in or out electronically**. This includes students coming in or leaving for their timetabled home study, leaving or returning for medical appointments, driving lessons etc. This is essential for health and safety reasons. Attendance marks for AM registration are as follows:

Arrival on or before 8:30am = present (/)

Arrival 8:31 to 8:35 = late (L)

Arrival after 8:36 = unauthorised absent (U)

## Absence Procedure

For planned absence from school, students should inform:

- the sixth form office
- their tutor
- teachers whose lessons they will miss on that day

University open days, interviews (university/employment) and theory/driving tests are considered as authorised absence. Students are expected to arrange routine medical appointments to avoid clashing with lessons. Driving lessons are not permitted during timetabled classes or form time. One driving lesson per week can be taken during non contact time. The sixth form office must be advised ahead of any planned driving lessons and medical appointments.

For unplanned absence, such as illness or emergency medical appointments, students or their parents should telephone the sixth form office direct on 01603 861758 by 8:30 am or email [6thform@taverhamhigh.org](mailto:6thform@taverhamhigh.org) to inform the school of the absence. An answerphone is available for a message to be left outside school hours. Where no confirmation for absence has been given, the absence will be recorded as unauthorised.

## Leave of Absence / Holidays

Students are expected not to take holidays during term-time. In cases where this is unavoidable, parents/carers need to complete the leave of absence form on the website.

### [Leave of absence](#)

Please note that such authorisation is rarely given. It is the responsibility of a student to catch up on work missed during any absence, including any new tasks set, within a fortnight of their return.

## Post 16 Bursary Fund

Sixth form students can apply for financial assistance, dependent on household income, to support them in overcoming individual financial barriers to participation in education.

### ***What a bursary is for:***

A bursary is money that students can use to pay for things like:

- clothing, books and other equipment for your course
- school meals
- transport and lunch on days you study or train
- cost of attendance at university open days / interviews / field trips

Please see the bursary policy on the school website for full details including eligibility criteria and an application form.

### [Bursary policy and application form](#)

## Mobile Device Usage

Sixth formers are treated and expected to behave as young adults to prepare them for the work environment post-16 or after university or further training. As such they are allowed to retain their phones/headphones/tablets/MP3 players for use in sixth form areas such as the study centre, common room and in the sixth form corridor but not around the wider school buildings, such as in the main corridors or internal and external communal areas, including the field.

As in many working environments, we ask that sixth formers do not have headphones on or phones out whilst travelling around the school buildings or in lessons as this helps reduce accidents, improve focus in lessons and demonstrates role model behaviour to the main school year groups.

Sixth formers are subject to the same sanctions as main school students if they continue to use their phones and/or headphones around the school buildings. For a first offence, the phone/headphones will be confiscated and held in reception until 3pm. For a second offence a parent will need to collect or it will be returned to the student after 5 days. Subsequent offences will result in an after school detention.

## Appearance

There is no uniform requirement for sixth form students. However, we make it very clear to our students from the outset that we are a sixth form within a school and consequently have a dress code which needs to set an example to the lower school. We therefore have high expectations of our students in respect of their presentation and appearance. The dress code for Sixth Form is therefore one of a 'modern workplace' and students should wear appropriate smart/casual clothing. We understand and respect that students wish to retain their individuality and to have greater freedom compared to their time at high school, but at Sixth Form we believe this is a serious place of learning and should look and feel professional at all times. The following is considered appropriate dress for all sixth form students:

- clearly displayed ID badges around the neck
- smart jeans, tailored trousers, knee length shorts
- skirts, dresses (no shorter than mid-thigh)
- tights
- jackets
- jumper/hoodie/sweatshirt
- comfortable sensible footwear
- subtle sensible makeup

We want our students to have freedom of expression but do not expect inappropriate items such as:

- beach wear – board shorts, flip flops, beach sandals
- headgear – hats, hoodies, caps – to be worn indoors
- clothing considered by staff to be a health and safety risk (in specific subjects)
- coats worn in lessons (unless by the permission of a teacher)
- short skirts/dresses/shorts that are above mid-thigh; crop tops
- extreme makeup
- clothing bearing extreme slogans or symbols which may cause offence to others by wording/logo
- fishnet tights

## Making the Most of Sixth Form

In taking a place in the sixth form, students undertake three fundamental commitments to the school:

- a) to attend all lessons
- b) to complete set work by a deadline
- c) to contribute to the school community through involvement in leadership activities, charity weeks and other enrichment

If a student consistently fails to fulfil these commitments without good reason, they may be asked to leave the sixth form.

**To make the most of lesson time, we expect all students to:**

- arrive promptly for lessons
- bring the correct textbooks, files and other relevant equipment
- ensure files are correctly organised
- be equipped with all necessary stationery
- quickly clear bags/coats and be ready to start
- contribute positively and willingly to discussion and other activities
- listen to the opinions of others with respect and courtesy
- ensure all work is handed in on time

## **Food / Drink**

Sixth form students may use the café area and sixth form common room to consume food. No food or drink is allowed in the study centre other than water outside of break and lunch time. Students need to ensure that they respect these areas, ensuring rubbish is put in the bins provided. Students may go off-site during lunch time but must sign in and out electronically for health and safety purposes. Smoking is not permitted anywhere on the school site or within view of any aspect of the school boundary. Students are not permitted to drink alcohol at any time of the school day, including lunch time, whether on or off site.

## **Paid Work**

Whilst the sixth form recognise the benefits of students gaining experience through paid employment, students must ensure their work hours do not interfere with their school work.

- never schedule work hours during school time (8:30 am – 4 pm)
- limit work during the school week
- overall weekly hours should never exceed nine hours

If students feel they are being pressurised to work over the recommended hours they should see the sixth form team for support. Additionally they may be eligible for the post-16 bursary.

## **Transport / Parking**

Norfolk County Council run a post 16 travel scheme – please refer to their [website](#) for details.

First Bus run buses 28/29/X29 from the city centre through Drayton and Thorpe Marriott to Taverham. Please check their website for details: [First Bus](#)

The school runs a coach from Queen's Hill, currently £2.70 per day. For full details please contact the finance office. Please note students with P6 timetabled classes will need to make alternative arrangements on the days they are in school until 4pm, and the cost will be amended accordingly.

If students cycle to school, their bicycle must be in a roadworthy condition, fitted with lights and the school strongly supports the wearing of helmets. For students' safety the permission to cycle may be withdrawn if it is found that your child's bicycle is badly maintained, ridden dangerously or they are not wearing a helmet. Bicycles are kept in the bicycle sheds. Students should provide their own locks and must ensure that their bicycles are locked while on school premises. If they arrive at school late or need to leave during the day, they will need to see reception to access the bicycle shed.

Sixth form students are allowed to park in the area by the Pavilion. They must first register for a parking permit, including mopeds/motorbikes, available from the sixth form office. This privilege will be removed should they not follow the rules governing the use of transport on school property.

## **WisePay**



The school only accepts online payments through WisePay (accessed via the link on the [school website](#)) for school trips, book purchases etc. Once fully enrolled at THS Sixth Form, the parent/carer will receive further details including the username and password – this applies to existing students as well as new, as accounts are deactivated once Year 11 is completed.

## Policies/Consent Requirements

Please see [Appendix A](#) in order to complete and return the required consent forms as applicable.

### Biometric Consent

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics including, for example, a digital photograph, fingerprint or hand shapes. We will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school for cashless catering and sixth form electronic registration.

For your child to use the biometric system, a parent/carer will need to provide consent, even if consent has previously been given for your child for cashless catering.

The school will store the biometric information collected securely in compliance with the General Data Protection Regulations (GDPR) 2018. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

### Photo/Video Consent

During a student's time at Taverham Sixth Form, we will take photos to be used on the school management information system. The lawful basis on which we use this information is under articles 6(1)(C) – Legal Obligations and 9(2)(g) – public interest.

Videos are sometimes taken of students to improve performance and support student learning (i.e. drama and PE). The lawful basis on which we use this information is under articles 6 (1) (C) – Legal Obligations and 9 (2) (g) – public interest. However, on occasions, with your permission, these videos are shown to students, parents and the community during celebration events or open evenings.

All sixth form students need to complete the photograph/video consent form, even if consent has previously been given whilst in Years 7-11.

### ICT Acceptable Use Policy

The THS ICT Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and educate them to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse, and will have a secure system with good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users, and sign to verify this promise.

All sixth form students need to complete the ICT Acceptable Use agreement, even if consent has previously been given whilst in Years 7-11.

The full policy is available on the website (About Us → School Policies): [Acceptable Use Policy \(ICT\)](#)

### MyChildAtSchool



[MyChildAtSchool \(MCAS\)](#) is the portal enabling parents and carers to view their child's academic performance in real-time via a web browser.

This facility allows exclusive access to attendance, behaviour, reports, school and exam timetables, as well as contact information kept by the school. By being able to access this information parents and carers can support their child throughout their time in the sixth form and to join the school in encouraging regular attendance, good behaviour and achievement.

For existing students, once enrolled at THS Sixth Form, access to this will continue as previously. As with WisePay, the accounts are deactivated once Year 11 is completed. Please contact the sixth form office if you need a reminder of your login. Parents/carers of new students will be contacted with login details once the account has been set up.



## Learning Outside the Classroom

At Taverham Sixth Form we actively encourage learning outside the classroom to promote the learning experiences of our students. With this aim we run several free enrichment activities in the local area, both within and outside of school hours, to support the curriculum. These trips include, for example, visits to the local schools, the biogas plant, the city centre for fieldwork, museums, the cathedral and sporting fixtures.

We ask parents/carers to give permission for sixth form students to be involved in local trips without the need for a separate consent form for each visit, although they will still receive details of the visit from the relevant teacher in charge. For permission to participate in trips within a 30 mile radius of school please complete the form, even if consent was previously given whilst your child was in Years 7-11. If visits are of an adventurous nature, overseas, residential or outside the local area, separate consent will be sought by the member of staff responsible for the visit.

## Contribution to Sixth Form Resources

We ask parents and carers to make a single donation of £10 via WisePay at the start of sixth form to cover the use of sixth form resources and curricular activity, as well as other occasional costs such as insurance cover for extracurricular activities. This payment covers the time that students are in the sixth form.

As a charity the school can reclaim up to an additional 25p for every £1 donated by parents and carers who are UK taxpayers. This provides the school with much needed extra funds. If you are willing for the school to claim Gift Aid against this and future contributions, we would be grateful if you could also complete and return the Gift Aid declaration.

## Privacy Notice

For details of how we use student information please see the school website (About Us → [Privacy Notice](#))

## Directed/Independent Study Activities for Sixth Form

Lessons are only half of the learning time for post 16 courses. A large part must be undertaken by a student independently. Sixth form students are expected by exam boards to complete a minimum of **one hour out of class for every hour in class** of either directed or independent study. That is **at least 27 hours per fortnight** or 13.5 hours a week (4.5 hours per subject per week). This should be the same in all Sixth Form colleges.

The big difference from GCSE is that you are expected to do more independent study outside the classroom and are given time as study periods, resources such as the Sixth Form Library and spaces such as the Study Centre and Common Room for this at school.

If you are working hard and on track you will also be eligible for some of this time at home as Home Study after the first half-term. As young adults it is important that you have more autonomy over what work you need to practice or focus on. Teachers will set **2 hours a week** per subject of directed study – tasks that are checked and/or marked to a deadline.

This means that, as in GCSE, work that is formally required is set as **directed study** and in addition guidance is provided on subject specific **independent study**. You can follow these or complete other relevant activities that you feel will help you the most. **You choose** how to study and what works best for you, but to support you, in the first term of Year 12, teachers will direct the majority of your independent study to help you develop this new way of working.

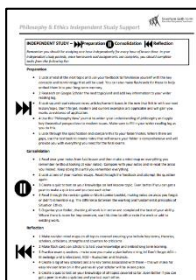
## Directed Study

Subjects will set at least one assignment a week totally **2 hours**, whether preparation, research or practice/essays. The nature of the work set is dependent on the subject.

All directed study that is set and to be handed in should be set on [Satchel:one](#) (as homework was at GCSE) so you can check and know the deadline to organise your time. This work should be prioritised and will be checked and/or marked or given feedback by the teacher as appropriate to the task set. This work can be completed at home or in allocated study periods.



## Independent Study



To support independent study you will be taught techniques in tutor time at the start of Year 12 and you will be provided with some direction on independent learning in the first term of Year 12 to prepare you to make the choice of what you need to work on whether **preparation, consolidation** or **reflection** tasks.

Every subject has provided an **'independent study activities sheet'** for their subject which you will be given a copy of, have access to in the study areas and is on our website to provide direction. To help you manage your time some study periods are registered on your timetable. During these times you are expected to be studying in the Study Centre.

Some subjects also provide study time **workbooks** for students to work through or will indicate good reading or preparation at a particular time. This work is checked through **folder checks and subject mentoring** and so will not be marked and graded in the same way. All students in the first term of Year 12 it will be set as a 'flexible task' on *Satchel:one* and as you progress you will be given more and more freedom to choose what to study.



## FAQ

### ***Do I need to do anything after getting my GCSE results on results day?***

If you are joining sixth form in September you will need to sign and return the Confirmation of Place form to confirm your subject choices for September.

### ***What should I do if there are changes to the subjects I have chosen for sixth form?***

You will need to see Mr Linnell to discuss your revised subject choice/s.

### ***What happens if I do not have the entry requirements to do my chosen subject/s?***

You will need to see Mr Linnell who can discuss:

- alternative subjects that you may be able to do if you did not achieve a subject specific entry requirement but did meet our generic entry requirements
- alternative provision if you did not meet our generic entry requirements to study A-levels at THS (6 GCSEs at Grade 4 or above, including maths and English).

### ***Who can I contact if I have any questions over the summer?***

If you have any concerns, queries or questions over the summer email [6thform@taverhamhigh.org](mailto:6thform@taverhamhigh.org). This account will be checked regularly over the summer.

### ***What do I need to bring for sixth form?***

You need to make sure you are prepared and properly equipped for your lessons. It is recommended to have one folder per subject teacher (particularly if teachers teach separate units) along with dividers to keep your work organised. Your teachers will do regular folder checks to make sure you are on top of your organisation! If you are required to have any subject specific books or equipment, your teacher will have either mentioned this during the induction session or during your first lesson.

### ***Are there any lockers available for sixth form?***

There are lockers available to use outside the sixth form common room. A deposit of £10 is required, payable via WisePay, of which £5 is refundable on return of the locker key. Please complete the relevant section in [Appendix A](#) if a locker is required.

***Am I able to change subjects?***

If you want to change your subject after enrolment you must first discuss this and any issues with the subject teacher. If, after this discussion, you still wish to change course you need to complete a change of subject form from the sixth form office. When complete, the form must be returned to the sixth form office and a revised timetable will be issued. Any subject changes should be made as soon as possible so that work is not missed. The deadline for any subject changes is October half term.

***Would I be able to drop down from four A-levels to three?***

If, after a try, those taking four A-levels are struggling with the workload, it is possible to drop down to three A-levels. In order to do this you need to complete a change of subject form from the sixth form office. When complete, the form must be returned to the sixth form office and a revised timetable will be issued.

***What are the guidelines regarding part-time jobs alongside sixth form?***

Having a part time job can help to develop your interpersonal and time management skills as well as enhance any higher education application. However, it has been statistically proven that working more than nine hours a week does have a detrimental effect on sixth form studies and performance. Therefore it is our strong advice that students who do have a part time job should work no more than nine hours per week.

***When will I need to be at school?***

For the first term you will need to be at school between 8:25 am and 3:00 pm and for every timetabled P6 lesson (until 4:00 pm). If you are making satisfactory progress, have demonstrated a positive attitude to learning and attendance, you will be able to take three periods of home study per fortnight from November in Year 12.

**Enjoy your summer holiday and we look forward to welcoming you in September.**

**See you on results day!**

## Term Dates 2023-2024

\* Please note these term dates may differ from our feeder schools \*

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

November 2023						
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27	28	29	30			

December 2023						
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25	26	27	28	29	30	31

January 2024						
M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
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26	27	28	29			

March 2024						
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25	26	27	28	29	30	31

April 2024						
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29	30					

May 2024						
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27	28	29	30	31		

June 2024						
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24	25	26	27	28	29	30

July 2024						
M	T	W	T	F	S	S
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22	23	24	25	26	27	28
29	30	31				

August 2024						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key: white = school open to students; yellow = student holiday; red = bank holiday; purple = INSET (student holiday)