

Sixth Form Centre Information Evening

Guernsey Grammar School & Sixth Form Centre

Tuesday 9th November 2021



Programme

School	Arrangements	Entrance
St Sampsons, Les Beaucamps, Elizabeth College and Ladies' College	7.15 - Presentation in the Hall. 7.55 - Transition. 8.05 - Visit subject areas.	Enter Hall via the side hall doors. Bell to indicate transition time.
La Mare de Carteret, Guernsey Grammar School and Sixth Form Centre, Blanchelande College and any other students.	7.15 - Visit subject areas. 7.55 - Transition. 8.05 - Presentation in the Hall.	Enter via Sixth Form Centre entrance. Bell to indicate transition time.

7:00	Welcome in Main Reception	KJ
	Welcome in Sixth Form Centre, handouts etc, directing some to top floor & some to bottom floor	PFX, CE
	Welcome, seat, handouts in Hall	CAH, NJP, CDM
	Directing students / parents outside to correct destination / entrance	MRC, CdF, RJ
7:15	HALL (SSHS, LBHS, EC, LC) Welcome and introduction Pictures of following staff rather than in person introduction with location in SFC on the slide: Nicola Papworth - DOSF Paul Montague - IBC Charlee Hales - Careers Manager Rebekah Kellow - Additional Needs Chantelle de la Mare - Sixth Form Manager Rod Jaget - Sixth Form Manager Chris du Feu - Enrichment Coordinator Miles Davies - Careers Guernsey Joanne Harman - Extended Projects Coordinator SFC (GRA, LMH, BC, other) Visit subject areas, careers area and IB information area	KJ
7:25 – 7:55	Presentation in the Hall - SSHS, LBHS, EC, LC	NJP & CAH
	Visit subject areas - GRA, LMH, BC	All other staff
	Area for booking interviews for students from EC & LC	CE
	Ensure barrier is up outside SFC so only route from back of the SFC (doors by Media) is to back of the hall, and parents in hall must go around the SFC to enter the building from the front	Geoff and caretakers
7:55	First Bell to ring	PFX

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	All visitors in SFC directed to leave by teachers and go to the back of the SFC (link or Media) to go to the Hall via the top corridor or back doors). Sweep bottom floor towards back exit Sweep top floor towards link	All staff CE MRC
	All visitors in Hall directed to leave by the middle / front outside doors, and to go around the outside to the front entrance of the SFC Visitors directed appropriately outside	NJP / CAH KJ
8:05	Second bell rung	PFX
8:05 - 8:55	<u>SFC (GRA, LMH, BC, other)</u> Welcome at SFC reception, directing some to the top floor & some to the bottom floor. Visit subject areas, careers area and IB information area	MRC, CE
	<u>Hall (SSHS, LBHS, EC, LC)</u> Presentation in the Hall	KJ, NJP, CAH
	Area for booking interviews for students from EC & LC	CE
9:00	Bell to ring indicating end of evening	PFX

Responsibilities

Departments	<ul style="list-style-type: none"> ● Student representatives ● Additional information/displays ● Other appropriate resources e.g. textbooks ● Set up subject information areas in SFC (locations below)
CE	<ul style="list-style-type: none"> ● Letters of invitation ● Coordinate booking of interviews for college students ● SFC Information Evening booklet ● Rolling photograph presentation ● Staff badges in Staff Room ● Student helper stickers ● Subject Names - displayed ● Prospectus subject pages – available in allocated rooms ● Water and cups in each room.
CE / JC CE /JC	<ul style="list-style-type: none"> ● Interview booking sheet for college students ● Labelling rooms with subject names ● Signposts / door names
Geoff Browning	<ul style="list-style-type: none"> ● Hall Seating ● SFC clearance and cleaning (<i>arrange for contract cleaners to start at 4:00 pm</i>) ● Display boards ● Barriers ● Supply of masks for teachers & at entrances for visitors.

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	<ul style="list-style-type: none"> • Sanitiser in all rooms. • Ensure all windows are open
CDM	<ul style="list-style-type: none"> • Year 12 students to assist on the evening
RJ	<ul style="list-style-type: none"> • Year 13 students to assist on the evening
PM, CAH, CdF, CDM, RJ, JH	<ul style="list-style-type: none"> • Set up displays in SFC (e.g. IB, PEP/CAS, EPQ/EE, Borneo, D of E, Young Ent, Man Shadowing)
PM	<ul style="list-style-type: none"> • IB students to assist on the evening • IB information and guidance to parents and students • Arrange for CFE to attend re IB CP if appropriate
CdF	<ul style="list-style-type: none"> • Arrange for Chinese teacher to attend
Paul R	<ul style="list-style-type: none"> • Sound and ICT support, microphones & stands
NJP, CAH	<ul style="list-style-type: none"> • Presentation in Hall
PFX	<ul style="list-style-type: none"> • Ring bells to change groups
SLT, CDM, RJ	<ul style="list-style-type: none"> • Help with movement • Support parents and students with advice and guidance
CAH	<ul style="list-style-type: none"> • Contact Careers Service • Create area for Careers Service • Set up careers, Young Ent, Man Shadowing displays
Careers Service	<ul style="list-style-type: none"> • Available to give advice and guidance in the Careers Area
Student helpers	<ul style="list-style-type: none"> • Assist parents and students

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Room Location for Sixth Form Centre Information Evening

Room	Location	A Level subjects	IB subjects
70	Lower Floor	Media Studies, <i>Film</i> *	Film
71	Lower Floor	Computer Science <i>Digital Society (formerly IT)*</i>	Digital Society (<i>formerly IT</i>)
72	Lower Floor	Physical Education	Sports, exercise and health science
73	Lower Floor	French, <i>Spanish</i> *, <i>German</i> *	French, Spanish, German
Refectory by SFM office	Lower Floor	Design Technology	
Refectory by careers	Lower Floor	<i>History</i> *	History
Refectory by TV	Lower Floor	Art, Photography	Visual Arts
Refectory by café	Lower Floor	RS (Philosophy & Ethics)	Philosophy
The Harbour	Lower Floor	Wider Inclusion Needs	
Refectory by PEP office	Lower Floor	Extended Project Qualification, Personal Enrichment Programme, DofE	IB Diploma Programme, IB Career-Related Programme, Core provision (inc Chinese)
Reception	Lower Floor	General Information about the Sixth Form Elizabeth College, Ladies' College & Blanchelande College booking sheets	
Careers Area	Lower Floor	Careers Service	
74	Upper Floor	Business Studies & Economics	Business & Management
75/76	Upper Floor	Biology, Chemistry, Physics	Biology, Chemistry, Physics, Nature of Science
77	Upper Floor	Sociology	
78	Upper Floor	<i>Psychology</i> *	Psychology
79	Upper Floor	Mathematics, Further Mathematics, Core Mathematics	Mathematics: Analysis and Approaches Mathematics: Applications and Interpretation
80	Upper Floor	Drama & Theatre Studies, Music, Dance (tbc)	
81	Upper Floor	Geography, Environmental Science	Geography
ISA	Upper Floor	English Literature, English Language & Literature	English Literature

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