

Welcome to Sir William Borlase's Grammar School



Sixth Form 2026/27 Entry Booklet for Students/Parents & Carers

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Welcome to Borlase!

Welcome from Mr Goodall

Welcome to the 2026/27 academic year at Borlase.

Ours is a school where it is everybody's right to feel safe, happy, and be respected. We embrace differences and are committed to ensuring that every member of our community is valued equally. The school's motto *Te Digna Sequere* - Follow Things Worthy - encapsulates the school's values which we strive to demonstrate in our daily lives.

The year ahead will present us all with challenges and opportunities, not only in your academic studies but also in the wide range of cultural and sporting activities, educational visits, and student societies that take place across the school. I hope that you will meet each challenge and opportunity with an open mind, enthusiasm and determination, developing and discovering your strengths and interests.

Please look out for my weekly Friday communication. This is the sole communication of the week to parents and all letters are linked to this as well as details of upcoming events.

Here's to a great year.

Mr E Goodall,
Headteacher



Welcome from Mr Hussain

A very warm welcome to the Sixth Form at Sir William Borlase's Grammar School.

Whether you're continuing from Year 11 or joining us from another school, I'm delighted to have you with us. This marks an exciting stage in your education—one where you'll be encouraged to flourish both academically and personally.

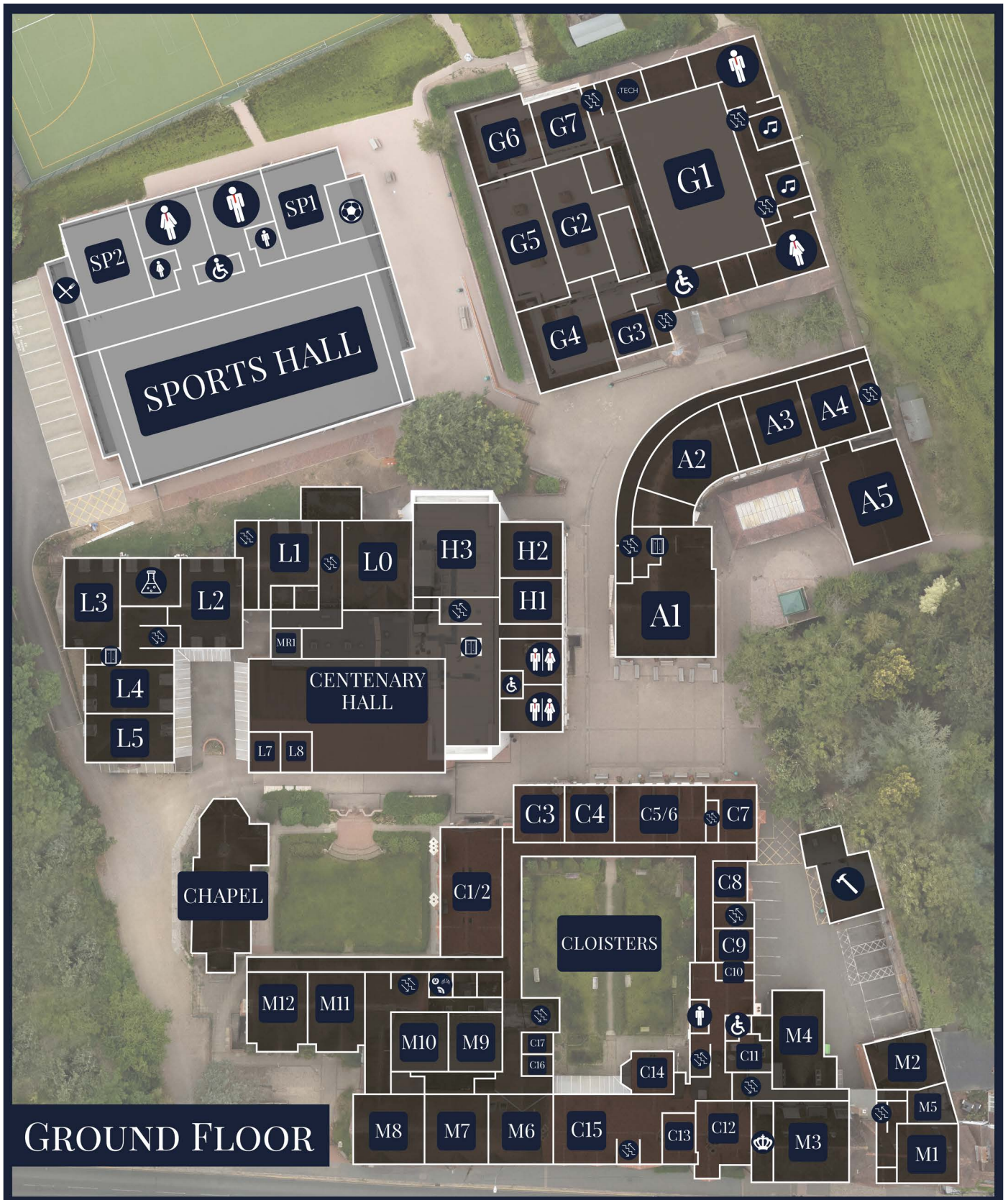
In our vibrant Sixth Form, we aim to help every student grow into a confident, independent thinker ready for life beyond school. With a wide range of A Level subjects, leadership roles, enrichment programmes and strong support, you'll have the chance to explore your passions, develop your strengths and even uncover hidden talent.

You'll be expected to take ownership of your learning and engage fully in both academic and co-curricular life. I look forward to getting to know each of you and seeing all you achieve over the next two years.

Mr S N Hussain,
Director of Sixth Form

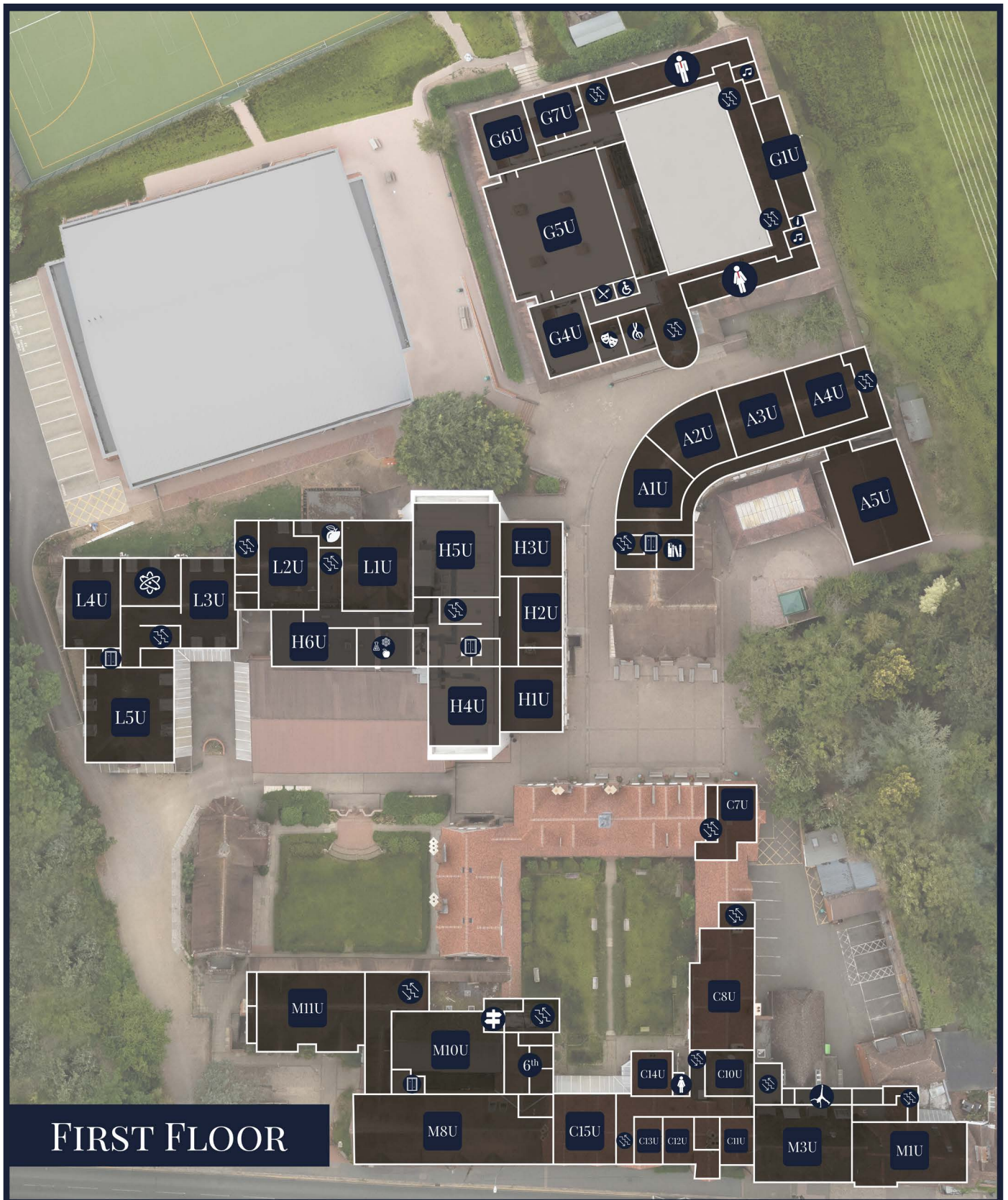


Map of the ground floor



Information for Students

Map of the first floor



Key staff members



Mr N Hussain
Director of 6th form



Mrs T Laughton
Assistant director of 6th form



Mrs L Fortnam
Student Support Officer
Britons, Dane & Normans



Mrs H Bull
Student Support Officer
Romans, Saxons & Vikings
Mon-Wed



Mrs E Furley
Student Support Officer
Romans, Saxons & Vikings
Wed-Fri



Mrs K Murgatroyd
Sixth form administrator



Mrs R Clayton
Sixth form administrator



Mrs C Wingrove
Careers Lead



Ms K Harper
Safeguarding Lead



Mrs J Scott
Healthcare Lead



Ms S Mitchell
Attendance Officer



Mrs K Ashby
SEND Coordinator



Mrs L Haldane
Exams officer

School day & term dates

08:35	Warning Bell
08:40 – 09:05	Tutor Time/ Assembly
09:10 – 10:10	Period 1
10:10 – 11:10	Period 2
11:10 – 11:40	Break
11:40 – 12:40	Period 3
12:40 – 13:40	Period 4
13:40 – 14:25	Lunch
14:30 – 15:30	Period 5

Inset Days:
1 & 2 September 2026
4 January 2027
28 June 2027

Term dates 2026 – 2027

Autumn 1	3 September Yrs 7 & 12 (+ Yr 13 Captains & Prefects)	16 October 2026
Half Term	17 October 2026	1 November 2026
Autumn 2	2 November 2026	18 December 2026 (Ends at 13.40)
Christmas holiday	19 December 2026	3 January 2027
Spring 1	5 January 2027	12 February 2027
Half-term holiday	13 February 2027	21 February 2027
Spring 2	22 February 2027	25 March 2027
Easter holiday	26 March 2027	11 April 2027
Summer 1	12 April 2027 (3 May Bank Holiday)	28 May 2027
Half-term holiday	29 May 2027	06 June 2027
Summer 2	7 June 2027	16 July 2027 (Ends at 13.40)

Uniform

The sixth form dress code is a key part of the Borlase identity; it reflects the leadership role our senior students play in the school while also proudly identifying them as part of the Borlase cohesive community. Sixth form students have the responsibility for leading the way in setting high standards for the school in all aspects of school life; sixth form dress is an important part of this responsibility.

Trouser, skirt or dress suit	A black/dark grey/navy suit consisting of tailored jacket and full-length tailored trousers or tailored jacket and tailored skirt/shift dress. Three piece suits are permitted with a matching waistcoat with trousers or skirts (tailored suits are matching pieces, not separate items of different fabrics). Skirt/dresses must be no more than 2 inches above the knee.
Shirt	A plain white shirt or blouse with collar and sleeves.
Tie or pin badge	Sixth formers are expected to wear a tie and/or pin badge. School ties in House colours are purchased from Hawkinsport online.* Ties & Pin Badges can be bought from Reception on the first day. Sir William Borlase Grammar School Tie 6th Form
Shoes	Black or brown smart shoes. No trainers, boots, canvas shoes or platform shoes.
Tights and socks	Dark socks with trousers; black, opaque tights 30 denier + with skirts (recommended through Autumn and Winter Terms)
Jumpers and cardigans	A fine-knit or cable knit plain black/navy/dark grey/red v-necked jumper, or cardigan can be worn under a jacket, but not instead of a jacket. (Round neck jumpers, sweatshirts, quarter zips or hoodies are not permitted)
Make-up	This should be discreet.
Jewellery	A single pair of ear-rings, studs or droppers of up to 2 centimetres - to be removed for sport/dance or other situations where requested.
Head Wear	Religious headwear or headwear required on medical grounds.
Sports Kit	Specific sixth-form PE kit is available at Hawkinsport. It is possible to order a PE kit top that has Borlase Sport on the back of the item, or choose to have a specific sport e.g. Borlase Rowing/Hockey/Netball/Rugby/Football 6th form sports t shirt 6th form midlayer Please wear plain black leggings / tracksuit bottoms (e.g. no fitness style leggings, missing panels showing skin or large branding). Students can wear kit that are from previous years, e.g. Borlase Hockey / Rugby tops.

The following are **not** permitted:

- Denim or leather type clothing
- Sweatshirts, hooded or zipped tops
- Coloured t-shirts worn underneath white shirts
- Belts wider than 3cm and decorative buckles

Attendance

It is imperative that we know who is on the school site at all times for safety in case of fire or any other emergency.

Students must arrive on site before 8:40 am to be on time for school. Sixth form students should sign in using their school issued ID cards as they arrive on site. Card readers are located by the archway and main reception.

Students who arrive after 8.40am must sign in at reception using their ID card. Persistent lateness will be followed up. Anyone arriving after the start of period one must produce a parent letter/advance email as they are classified as absent, not late. Tutor time is a registered lesson and all students must attend. If students fail to attend it will be recorded as unauthorised absence and will be followed up with disciplinary action.

If a student is ill, every absence must be covered by a call to the school absence line on 01628 816500, Option 1 or emailing sixthformabsence@swbgs.com by 8.30am on the morning of the first day. A call or follow up email must be made every day thereafter until the student returns to school.

Any student needing to leave school during the day for a medical or dental appointment must give a letter to the Attendance Officer, or have sent an email to sixthformabsence@swbgs.com by 8.30 am on the morning of the appointment. The email/letter should state the full name of the student, what time they are leaving and where they are going.

Before leaving the site, students must sign out with the Attendance Officer and they will receive a coloured slip to give permission to leave school through reception. If they return they must sign in again at reception using their ID card.

Please refer to the following table for details of how absences should be notified/requested:

Email to sixthformabsence@swbgs.com

- Planned medical leave e.g. appointments
- Unplanned medical leave (illness that day)
- Theory or practical driving tests
- University Open Days (see note below)
- University interviews and Offer Days
- Apprenticeship or employment interviews

Complete Sixth Form Leave of Absence Request Form

- Family holidays (see note on the next page)
- Driving lessons (see note on the next page)
- Family events
- Work experience (see note on the next page)
- Sports fixture (sporting events outside of school)
- Religious and cultural observance
- Other

Information for Students

Please notify school as far as possible in advance regarding absences. When emailing school on sixthformabsence@swbgs.com please provide details and dates of the student's absence. Absence requests using the Sixth Form Leave of Absence Request Form should be applied for at least one week in advance. The form can be found on the school website [here](#).

Family holidays - the Headteacher will consider all applications but parents are reminded that it is the Department for Education and school policy that holidays should not be taken in term time. Any leave taken without prior approval will be recorded as unauthorised.

Driving tests and lessons - we recognise that many of our students will learn to drive during their time in the sixth form. You may book a driving lesson only during period 5 if you do not have a timetabled lesson. Wednesday period 5 is a Games lesson and cannot be used for driving lessons. Theory and practical driving tests may be scheduled during school hours.

University Open Days - students will wish to visit universities and colleges to help them decide on their future pathway. We ask that as far as possible, these are booked during weekends and school holidays. As this is not always possible, students may take up to three days out of school over Years 12 and 13 to attend open days. The school arranges trips to the Oxford and Cambridge open days for interested students, as well as a whole year group trip to a UCAS Discovery Day in London. Participation in the Oxford and/or Cambridge open day trips must be taken from the 3-day-allowance.

Work experience - we encourage sixth form students to take part in work experience. Before applying for leave, students must complete the relevant section on Unifrog as well as a leave of absence request form. Leave will be granted for up to three days for this purpose, and we ask students to arrange work experience during school holidays where possible.

Information for Students

House information, tutor groups and assemblies

The House system

The House system has been an integral part of school life for over one hundred years. The Houses give students an opportunity to mix with other students across all year groups and also provide the structure for a wide range of inter-house competitions, both sporting and cultural. The Houses were named after the ancient national groups that formed Great Britain: Britons, Danes, Normans, Romans, Saxons and Vikings. The Houses have associated colours which are reflected in House related activities. These are:

Britons **Danes** **Normans** **Romans** **Saxons** **Vikings**

Tutor Groups

Each student belongs to a House-based, Key Stage 5 tutor group and there are three tutor groups in each House within the sixth form. You will be advised of your tutor group and Form Tutor in due course.

Assemblies

The week is divided into Year, House and Chapel assemblies, as well as form time. All students are required to attend the appropriate assembly or form time each day. Assemblies play an important part in school life and are a means of disseminating urgent or important information, as well as creating a sense of sixth form identity and cohesion.

Finance

Cashless payment information

We operate a cashless payment system (ParentPay) for catering services, trips and activity contributions at Borlase. For new students, a ParentPay account will be created during their first week and parents will be sent an email with activation code. Please activate this or contact the school if there are any issues, using the email parentpay@swbgs.com.

Catering

All new entrants to the school will be registered onto a card based data system during their first week in September. Any amount of money can be paid into the student's account and held within the ParentPay system. Money spent on food and drink will be deducted from the balance. An on-line balance can be viewed as well as a report detailing each item of food served and each credit made to the system for any time period. Students can also use regular bank cards to purchase food and drink from the canteen or the sixth form cafe.

Trips and activities

Borlase supplements the teaching and learning curriculum with numerous opportunities for students to participate in trips and activities. Notification of these will be in the weekly Headteacher's Update letters. Please note that not every child participates in every activity. Payments and contributions can be made online via ParentPay.

Sixth Form Bursaries

Sir William Borlase's Grammar School sixth form bursaries are designed to help students from less well-off families to stay in the sixth form. There are two categories of bursary – Vulnerable Bursaries and Discretionary Bursaries. Information about the Sixth Form bursary can be found under "Pupil and Sixth Form Bursary" in the [Parent and Carer Information](#) section of the website. If you believe that you are entitled to Free School Meals and are not currently registered, please go to our website and search under 'Pupil Premium Funding' for the application form.

Lockers

Lockers are not routinely offered to sixth form students. If you would like one please speak to your Student Support Officer.

Academic learning

Sir William Borlase's Grammar School is committed to being an inspirational learning environment for students, empowering young people to fulfil their aspirations and ambitions, supporting them in developing the confidence to shape their futures and in so doing, the future of the world around them.

At Borlase, the expectation is that students will organise their own study time to develop independent learning skills. Each subject will have 4 hours of taught lessons per week, plus 1 additional hour per fortnight in a designated room for students to undertake collaborative learning. In addition, each student will have 4 hours of supervised study periods per week, which will take place in designated silent study areas, supervised by a member of staff, with attendance recorded. During their remaining study periods, students may work independently or collaboratively in the Centenary Hall. It is recommended that students spend 6-8 hours per subject each week completing homework, consolidating knowledge and extending learning.

Borlase encourages independent extension learning through our weekly Enrichment and Extension (E & E) programme. Students are expected to use this opportunity to consolidate their study skills by completing an EPQ or similar extension qualification during the course of Year 12.

Assessment

Academic progress is assessed regularly via homework, classwork or tests in all subjects and reported termly to parents and students. These reports ('Orders') record student attainment and also give information on students' attitude to learning, effort and attendance. In February of year 12 there is a set of formal assessments, run in class and there are examination-style assessments in the sports hall once per year, normally in May for Year 12 and January for Year 13.

Subject teachers report regularly to the Director of Sixth Form so that students who are having difficulties or problems can be identified rapidly and support provided. A Parents' Evening is held each year, but parents are free to contact the school at any time via ks5@swbgs.com if they are concerned about their son's or daughter's welfare or progress.

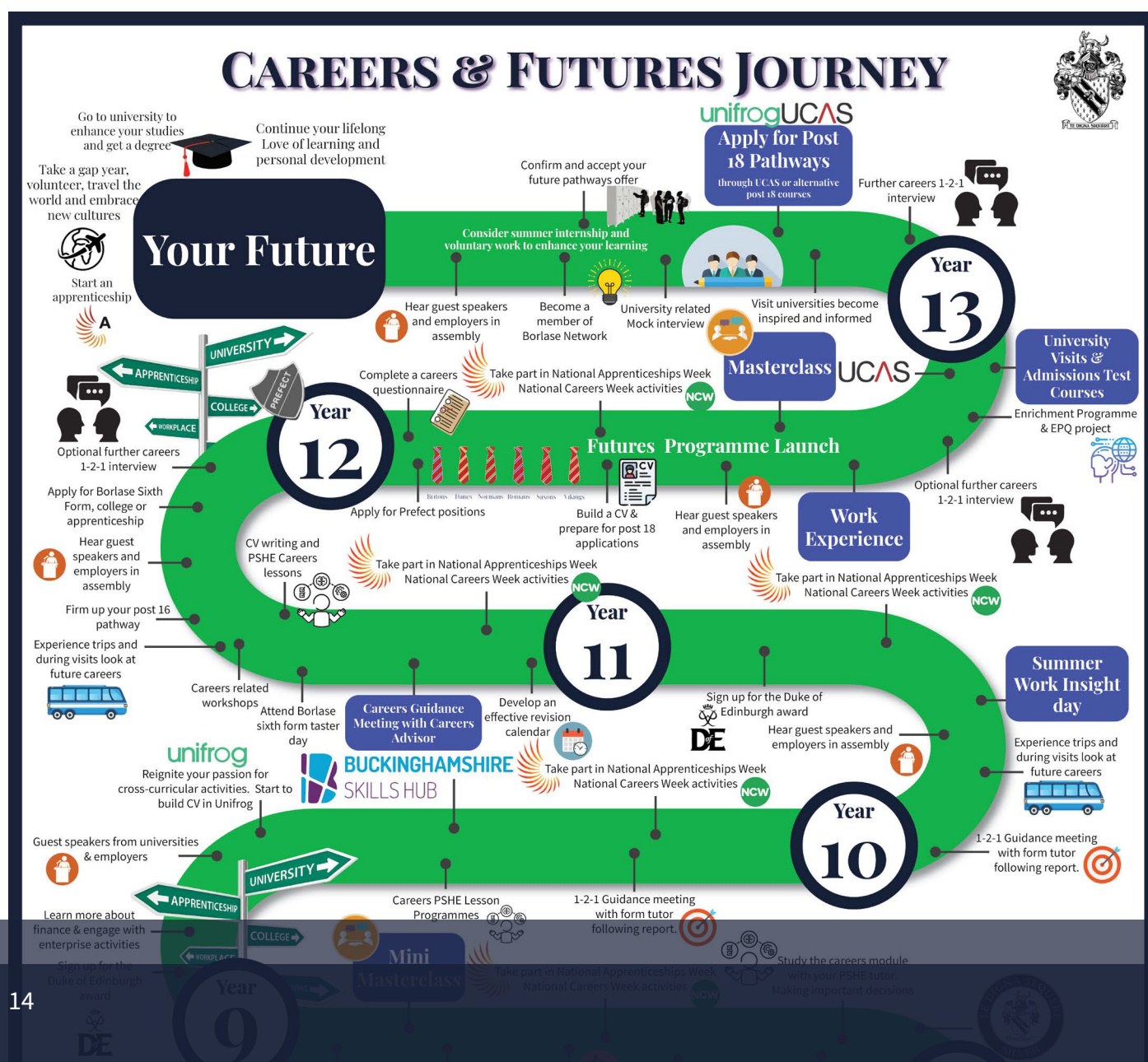
IT & Mobile Phones

Borlase students are expected to have access to their own wifi capable device to support learning at school and at home. The school makes extensive and increasing use of Google's G Suite for Education. Therefore September 2026 starters should obtain a WiFi-capable device that is suitably lightweight and robust enough to survive being carried around all day. For new students, their Google account will be set up in the first few days of the September term.

Students are permitted to have mobile phones in school. These should only be used in the sixth form study areas, the Centenary Hall or as directed in lessons.

Careers Support

At Borlase we have an exciting careers programme that runs throughout students' time in the Sixth Form. A key event is in January of Year 12, when we run our Futures Evening. The purpose of the evening is to inform students and parents of the various pathways open to them post Borlase and how to apply. Year 12s will also have a Masterclass day in May which aims to develop their thinking about their future careers, pathways and professions as well as providing them with skills in CV writing and interview techniques.



Super-curricular

Enrichment

All students are encouraged to participate in activities outside their main academic choices. A wide variety of opportunities are provided by the school, including the Sports Leader UK Award, the Duke of Edinburgh's Award and the BTEC in Performing Arts Practice (technical theatre qualification). These schemes are designed to give students accreditation for activities they pursue both within and outside the school curriculum. All are highly regarded by university admissions tutors and are an effective way of encouraging personal development.

Sport

Borlase offers an opportunity to be involved in sport at every level. Recreational sport is available for all year 12s on Wednesday afternoons. This may include basketball, badminton, recreational football and the use of the fitness suite. New year 12s are welcome to involve themselves in our netball, hockey, rowing, cricket, rugby and football squads; squad training and competitive fixtures will also take place on a Wednesday afternoon. For those wishing to take part in their own sport outside of school during this time, requests will be considered on an individual basis. Parents should email ks5@swbgs.com and address the email for the attention of Mr K Chappell, Director of Sport and PE.

Music & Arts

Borlase is incredibly proud of its flourishing music and arts programme. During their time in the sixth form, students can take part in the senior musical or play as well performing in its many choirs and music groups. The Arts Fayre during the first weeks of term gives an opportunity for new and existing students to become involved and we would encourage all students to try something new. For those who wish to be involved behind the scenes, we offer the BTech in Performing Arts Practice. Many Borlase students have gone on to further study and careers in dance, drama, music and theatre production.

Academic Societies

Sixth form students are encouraged to participate in the many and varied academic societies which run at breaks and lunchtimes. These societies are student led and, towards the end of the autumn term, the current year 13 leaders look to year 12s to take over the leadership and organisation. These societies are a valuable way of demonstrating leadership, developing interests and improving skills in communication and public speaking.

Information for Students

Outreach and volunteering

Borlase sees itself as part of the community in Marlow and there is a strong emphasis in the sixth form on how we serve others locally and nationally. We believe that we have the potential to use our talents to make a positive difference at Borlase and beyond. Borlasians are involved in community work locally and support local, national and international charities. Year 12 students are involved in mentoring at local primary schools and as Sports Leaders. We work with Chiltern Rangers on conservation projects and support One Can Trust among many others. Within the school, sixth formers act as Peer Mentors to the younger years and many give time in academic mentoring.

Driving and parking

There is no provision for students or visitors to park on the school site. If choosing to park in local streets, please be careful not to obstruct residents' driveways or access to their houses as this damages the good relationship we have with our neighbours.

Students are not permitted to drive during the school day, without the express written permission of their parents. The school cannot accept responsibility for students driving during the school day.

Key contacts – phone numbers & email addresses

General enquiries	parents@swbgs.com	01628 816500
Sixth Form enquiries	ks5@swbgs.com	01628 816500
Reporting a Sixth Form absence (please do this by 8.30am)	sixthformabsence@swbgs.com	01628 816500, Option 1
Safeguarding concerns	safeguarding@swbgs.com	01628 516500
Pastoral concerns (Britons, Danes, Normans)	ks5@swbgs.com	01628 816507 Mrs Fortnam
Pastoral concerns (Romans, Saxons, Vikings)	ks5@swbgs.com	01628 816520 (Mrs Bull - Mon - Wed) (Mrs Furley - Wed - Fri)