

July 2021

Dear Parents/ Carers of Year 12 students,

I write to update you on certain requirements for your son/daughter when they return to school in September as Year 13 students.

Attendance Procedures for Year 13 students from September 2021

All students must register with their registration tutor at 8:45am each morning. Students must attend all timetabled subject lessons, tutorials, study time and enrichment activities. They are required to remain on-site during the school day. We expect students to make good use of the facilities provided in their study periods in order to maximise their academic potential.

However, if Year 13 students do not have a timetabled lesson, tutorial, enrichment or support session in the afternoon and they wish to study at home, they may leave site from 12.30pm, but they must remain off-site until the following day; they will be required to sign out as they leave school. This is an earned privilege and will be discussed with students on a one-to-one basis with their registration tutor during the first two weeks in September. This privilege will be withdrawn where it is judged that a student needs to improve their work ethic and the student will then be required to stay on-site throughout the school day. This will be reviewed at the following grades event and the privilege may be re-instated if the student has demonstrated an improved work ethic. If students are given permission to study at home, the school is not responsible for them when they are off-site. Parents will also be asked to confirm that they are prepared to allow their son or daughter to be off-site for these periods.

Students who have a study session during the day and lessons in the afternoon will be required to remain on-site to study.

Students will be required to stay on-site during all timetabled enrichment sessions unless they have a pre-arranged formal work experience placement or volunteering activity requested by parents and with written authorisation from the organisation and at the discretion of the Head of Sixth Form. All students are required to opt for at least one enrichment activity. Those not engaged in an enrichment activity will be required to study in school during timetabled enrichment sessions.

We ask for your continued support of our expectations regarding excellent records of attendance and punctuality.

Sixth Form Dress Code

The vast majority of our students are very smart. However, we would like to take this opportunity to remind you that our dress code clearly states that clothes appropriate for a professional, working environment should be worn. Short skirts or tops are not permitted; neither are canvas shoes or trainers.

We look forward to seeing our students, smartly dressed, on their return to school in September as they embark on their final year as role models for the rest of the school.

Yours faithfully

M Sim
Head of Sixth Form

Believe.....