



HEADTEACHER: MELISSA ROBERTS

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CC/HH/LMcC/6thForm/Parentmail/2021-22/Yr 13 information

15 February 2022

Dear Parent(s) / Guardian(s),

Year 13 students have completed over half of their final year in school and we appreciate they are very much looking forward to upcoming opportunities beyond life as a sixth form student. We have now had the Year 13 year group leaver's photo taken, a provisional prom date has been organized by our Head Boy and Head Girl and lots of students have paid the deposit on their leaver's hoodies – these are very exciting times! Students may be looking ahead to university or apprenticeship places, or gap year plans they hope to take up post summer exams. There are many things to look forward to and we share your child's excitement. However, it's important to remind students of the task at hand – investing time and effort into completing their A levels to the best of their ability. As we draw nearer to the summer exams, we wanted to remind students and parents of some of our expectations.

Study Periods

Year 13 study periods are additional timetabled lessons which are compulsory for students to attend. They are silent study, supervised by a Year 13 learning mentor (Mr Lavin or Ms Shaw). In advance of these study periods, students need to plan and choose work to complete, whether it's independent study or specific homework tasks set by teachers. Students are encouraged to complete a minimum of 5 hours of independent study per subject per week, with the aim of increasing this number over the final months of their Year 13 journey. Free periods and study periods can be used to complete some of these hours required.

Expectations during study periods

- Study periods are silent study.
- Coats must be removed.
- Mobile phones should not be left on the desk and should not be used.
- Students must arrive on time.
- There should not be frequent toilet breaks in that hour (unless there is a medical reason).

Unfortunately there has been some recent disruptive behavior in some of these sessions which will not be tolerated. Persistent disruptive behavior will mean some parents will be contacted about their child's behavior in a bid to seek your support in making sure this does not continue. If students continue to disrupt study, the following may apply:

- Mobile phones may be removed and will be kept until the end of your child's school day.
- We have reminded students if there is continued inappropriate use of mobile phones, we will ban all students listening to music in order to prevent mobile phone use more effectively. As a whole school policy at the beginning of this year, listening to music was banned in lessons. The sixth form team were keen to allow sixth form to listen to it in study periods. It would be a shame to remove this

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- privilege.
- Persistent disruption will lead to students being moved to the front of study which will become their permanent seat.
 - Students who continue to arrive late will have frees removed for a set number of days.
 - Persistent disruption will lead to students being isolated the following day. Parents would then be contacted and invited into school to discuss these concerns.

Leaving the school site

Students must not leave the school site unless it is lunchtime. Students should not be sitting in their cars, going to the park or anywhere else. Any students who are caught going off site during lessons or at break time will be isolated. The only exceptions for students going off site other than lunch is if they have no further lessons and wish to go home.

If students have a medical appointment and need to leave the school site temporarily, parents would need to call into school to provide permission for their child to attend, in advance if possible.

Payback

Many thanks for your support with contacting school to explain your child's absences. Please continue to contact school as soon as possible to let us know if your child will be missing form, assembly, study periods or any lessons. When contacting school, parents need to **select option 2** on the school automated answerphone to get through to the sixth form office. Please leave a voicemail if you are not able to speak to Mrs Parker or Mrs Warren, our sixth form admin team. If it is not possible to ring school, students are expected to bring in a letter from home to explain all absences. A phone call on the day of absence (or before if it is a planned absence) is always preferable. Any letters need to be shown to Mr Lavin or Ms Shaw.

Payback only applies to students who have unauthorised absences. Parents / guardians will receive a text home if students have been marked as absent from form, a study period or a lesson. Students on the Payback list will be expected to complete 30 minutes of silent study after school in the Year 13 study area under supervision from one of our learning mentors. If students do not turn up to complete Payback, they will have their frees removed for 5 school days. If students do not turn up to register with one of our learning mentors in these free periods, they will be isolated for one day. This means they will not be able to attend scheduled lessons and will complete set work in the Olsen study area. Persistent failure to complete payback will lead to parents being invited into school for a meeting to discuss these concerns.

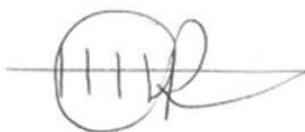
Thank you

As always, we really appreciate your support in helping us to uphold our high expectations. It's important now more than ever that we do not drop our standards in the lead up to the summer exams. Your child's results this summer will be a consequence of the work ethic and standards they set for themselves. Let's make sure they set the bar high!

Kind regards,



Mrs C Cirino
Head of Sixth Form



Mrs H Hill
Head of Year 13



Mrs L McConaghy
Assistant Head of Year 13

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