



16 September 2013

Dear Parent/Guardian

**Welcome to Sixth Form Information Evening, Tuesday 24 September**

I would like to welcome your son/daughter to Sixth Form at Caroline Chisholm School. The year group appears to have settled in well and enjoyed the first couple of weeks as Sixth Form students. We are pleased with their approach to learning and feel that they are adjusting well into Sixth Form life.

Year 12 is extremely important and lays the foundation for success at both GCE A level and Vocational qualifications; it is imperative that School and home work together in partnership to support the students to achieve their full potential. We would like to invite parents to a 'Welcome to Sixth Form Information Evening' on Tuesday, 24 September, when we will present further information on the expectations and ethos of being a Sixth Form student at our school and to give you the opportunity to have an individual appointment with your son / daughter's form tutor.

During the evening we will cover topics such as the role of the tutor; attendance policy; communication with parents and reports; study periods; enrichment activities and peer mentoring; work shadowing; and UCAS. There will also be the opportunity to meet the Sixth Form Team.

Tutors will be available from 5 o'clock until the beginning of the presentation at 6.30pm. During this time, the Common Room Café will be open for light refreshments.

If you would like to attend the 'Welcome to Sixth Form Information Evening', please complete and return the slip below, indicating whether you would like a meeting with your son / daughter's tutor. The completed slip should be returned to your son / daughter's form tutor by Friday, 20 September.

**Exam dates**

For the first time in recent years, there will be no January exams for any Sixth Form students this year. Year 12 AS Examinations will take place during May and June 2014. Study leave for AS students will commence in May, with Year 12 students progressing to A2 returning to school shortly after half term following the AS examinations next summer. Dates will be confirmed once examination timetables have been confirmed by the exam board. Teaching of A2 will commence in earnest and it is imperative that students are in school to attend all lessons until the end of term. It is expected that all students will continue every subject studied thus far, decisions to drop a subject being taken in light of AS results in August.

The vocational Public Services and Health and Social Care courses are assessed completely through coursework; study leave dates do not apply for students following these courses and attendance at lessons will be expected.

The Certificate in Finance is a professional qualification with examinations taken throughout the year. Mrs Westwood, the course leader, will arrange examinations as and when students are ready to sit them, advising students of dates appropriately.

Students re-sitting GCSE English or Maths should be aware that these exams run from 5 to 11 November 2013.

### **Coursework**

A substantial part of your son/daughter's final grade may depend on coursework assignments. It is therefore crucial that your son/daughter keeps up to date with these. Assignments should be worked at over the period of time specified by the teacher. This will help to keep amounts of work evenly balanced and avoid final last minute rushing. There will be pressure times when tests and assignments build up so it is important that your son/daughter is prepared to give up the necessary time needed to ensure quality work.

### **UCAS Convention**

I have provisionally arranged for all Year 12 students to attend a UCAS Convention at Anglia Ruskin University, Cambridge, on Wednesday 18 June, 2012. Even if, at this stage, your son / daughter does not intend to apply for university, it is recommended that they participate in this visit as minds have been known to be changed!

### **Business & Enterprise Morning sponsored by Barclaycard**

We are grateful to members of staff from Barclaycard who will be running our Year 12 Business and Enterprise morning, next Thursday, 26 September. Looking at people skills and cv writing, students will have the opportunity to engage with members of our local business community. It is always an opportunity to make contacts; previous students have gone on gain meaningful employment as a direct result of business events held within Sixth Form. We therefore invite students to 'dress to impress', dressing appropriately for a day in the office. There will be no lessons for Year 12 students during the morning. Normal lessons will resume after lunch, period 5.

### **Innovation Week and Work Shadowing**

Those of you familiar with the School will know of our annual Innovation Week. Sixth Form students will be given the opportunity to use this valuable time to engage in preparation for university and work shadowing activities. Details will be disseminated through assembly later this term. If your son / daughter is unable to arrange work shadowing during this time, we strongly encourage them to arrange a period during their summer holiday.

### **Part Time Work**

In this day and age, students are under increasing pressure to work. Research has shown that whilst some part time work is beneficial to students, not only giving them valuable income but also enabling them to acquire time management skills and experience, too much time spent in part time employment will have a detrimental effect on their studies. In line with this research, it is recommended that the optimum number of hours spent in part time employment should not exceed nine hours per week. Students should be spending a minimum of four hours per week per subject on independent study outside of their lessons.

### **Dress Code**

At Caroline Chisholm we are proud to be an 'all through' school, with students on site from as young as four years old. We ask that Sixth Formers respect this, dressing and behaving accordingly, so as not to offend or intimidate any younger students. Our dress code states:

'Sixth Form students should dress smartly and appropriately for a working day at school'

We have noticed a number of girls wearing very short, torn and frayed denim skirts and shorts; clearly, under the terms of our dress code, these are not appropriate.

### **Car Park**

Due to the restrictions on space within our car park, bringing a car to school is a privilege reserved for Year 13 students and a number of parking permits have been reserved for their use only. We ask that Sixth Form students are not dropped off or collected from within the car park but, to ease congestion, from outside the school gates.

### **Leaving School Premises**

As a Sixth Form privilege, students may leave School during the lunch break, but should stay on site during free study periods. During these periods, the Sixth Form Study Centre and Common Room Café will be available to students for independent study. A comprehensive Enrichment Programme has been introduced and we expect students to participate in these activities during four or five periods a week, the remaining free periods used for independent study.

### **School Photographs**

All Year 12 students are invited to have their photograph taken this Wednesday, 18 September. Photographs will be processed in order to produce an individual identity card for each student which should be worn whenever on school premises.

Sixth Form is both an exciting and challenging time for students. We aim to give students the opportunity to reach their full potential and open gateways to post 18 education and employment. It is important that School and home work together in order to achieve this ultimate goal. If, at any time, you have any concerns regarding your son/daughter's progress or general wellbeing, please do not hesitate to contact either their personal mentor or one of the Sixth Form Team; Miss Buckenham, Assistant Head of Sixth Form Year 12, Mrs Freezer and Mrs Porter, Assistant Heads of Sixth Form Year 13, Mrs Edwards, Sixth Form Administrator, or myself via the above number.

Yours faithfully



Sue Haines  
Head of Sixth Form

**Please return slip to your son / daughter's form tutor by Friday, 20 September**

**Welcome to Sixth Form Evening, Tuesday 24 September**

Name\_\_\_\_\_ Tutor Group\_\_\_\_\_

- I / we will be attending the 'Welcome to Sixth Form Evening' on Tuesday, 24 September.
- I / we would like to come to the 6.30pm presentation
- I / we would like to have an appointment with my / our son / daughter's tutor.