

May 2018

Dear Parents

**ENTRY TO ST AIDAN'S & ST JOHN FISHER ASSOCIATED SIXTH FORM**

I write to explain the arrangements for entry to the Sixth Form in September.

**TUESDAY 26 JUNE:** Sixth Form Induction Day. Students who are intending to join the Association are asked to register in Constance Green Hall at 8.45 am and will spend time on both sites, meeting staff and students from St John Fisher. Students should dress smartly. Lunch will be provided and the main event will finish at 2.30 pm, with a short presentation to follow for students who are considering studying for an EPQ in Year 12.

**THURSDAY 23 AUGUST:** GCSE results are received. I will be available from 12.00 midday to 2.00 pm in Bede Sixth Form Office (in the building nearest the Stray at St Aidan's) if you need advice, but the formal discussion of courses will take place on 30 and 31 August. If you wish to notify me of a change of course prior to this discussion please write to me or email at [associatedsixthform@staidans.co.uk](mailto:associatedsixthform@staidans.co.uk).

**THURSDAY 30 AND FRIDAY 31 AUGUST:** All students should attend for interview and confirmation of courses by appointment in Constance Green Hall at St Aidan's. Parents are welcome to attend.

**WEDNESDAY 5 SEPTEMBER:** All Year 12 students starting the Sixth Form will attend school for a full day's programme from 8.45 am to 3.35 pm. Students should dress smartly.

The Sixth Form timetable will then run as normal from Thursday 6 September. You may like to note that the Sixth Form's expectations and monitoring system will be explained to parents at a Pastoral Parents' Evening on Monday 17 September.



I would like to stress some general points for the year ahead. We do need constant attendance to ensure the maximum success in Sixth Form exams including, for some courses, Year 12 exams to be taken next summer. Furthermore, prospective employers and tutors are now seeking precise attendance data as part of reference requests. We implement a clear Attendance Policy and attendance at registration, timetabled sessions and supervised study will be monitored closely. For safeguarding purposes also, students must remain on site throughout the school day. Details of the Attendance Policy will be issued at enrolment and we would ask for your full support in this matter.

National guidelines advise that 40 hours of learning time per week are required for students to achieve their full potential. Please help students to settle into a routine that allows them to double the work that they do in school. Off-peak holidays are posing an increasing threat to the prospects of our students and I would ask you to avoid them during the next two years. Part-time jobs can also interfere with academic work. Whilst there can be no objection to employment at weekends, midweek employment is disruptive to any habit of work and should be avoided.

More and more students wish to use cars or motor bikes to come to school. We accept this, if it is necessary, but insist that they are parked off-site and NOT used to travel between school sites. We ask that students register their vehicles with the Sixth Form Office and that they are mindful of local residents' interests when using and parking on nearby streets.

Students are required to dress to convey a smart impression; this means collar and tie and trousers for boys and dress or smart top with trousers or skirts for girls. Both denim and trainers are not acceptable. We reserve the right to send home students who are unsatisfactorily dressed.

We believe that Student Planners are essential for organisation in the Sixth Form: whilst the Association subsidises the cost of these, we ask that at enrolment all students pay £10 towards the two year cost of Student Planners. Our preferred method of payment is by ParentPay but we will also accept a cheque (cheques should be made payable to St Aidan's and St John Fisher Associated Sixth Form). Students will then receive a planner in September containing information about the Sixth Form which they and you will be asked to read. I will then require parent and student to sign an undertaking to be bound by the stated conditions of the Learning Agreement.

**We also require a digital passport-style photograph and would be grateful if you could send this electronically to: [sixthformidphotos@staidans.co.uk](mailto:sixthformidphotos@staidans.co.uk) entering the student's name in the subject line of the email. These are required to produce the students' identification badges: to ensure that these are ready for the start of the September term, please send in your photograph by 6 July 2018. I would be most grateful for your support in ensuring that this is achieved so that we can concentrate immediately upon academic work in September.**

I do hope that these procedures and this information will help to lay firm foundations for success in the Sixth Form.

Yours sincerely



**C I Kidman**  
**Head of Sixth Form, St Aidan's**