

November 2018

Dear Parent

This letter should reach you together with a report sheet showing the outcome of your son's or daughter's Sixth Form 'Driving Test'. As explained at the Pastoral Parents' Evening presentation in September, the 'Driving Test' is intended to assess whether students have adapted to the expectations of the Associated Sixth Form in terms of appearance, attendance and engagement. An explanation of the effort grade criteria which have been applied is on the reverse of the 'Driving Test'. Students who have not passed the 'Driving Test' criteria will be re-assessed during the week commencing 3 December. Any students who are still not able to meet those expectations will be invited with parents to review the appropriateness of the Associated Sixth Form as their place of study.

In the next few weeks, students will discuss with subject teachers their work so far and identify targets for improvement, which will be recorded in their Student Planner. They will then meet with their Senior Tutor to discuss their 'Driving Test' results and to review their first months in the Sixth Form. The Senior Tutor is the teacher who acts as partner to the student and yourselves in seeking to ensure that each individual student is supported to achieve the maximum of their academic potential. You may already have had contact with your Senior Tutor; if not, this is the person that you should inform about any concerns relating to your son or daughter. In the meeting they will look at how students are using Private Study time, their involvement in extra-curricular activities including volunteering or work experience, and strengths and weaknesses in academic subjects. At the end of the meeting, students and Senior Tutors will aim to identify specific targets to be addressed, covering any of these areas that are relevant. A copy of this documentation will be given to students and a copy will be retained in school by Senior Tutors.

We hope that students are now focusing attention on important assessments scheduled for January and coursework which may occur in the next half term. We are collating an outline of assessment schedules for each course and this will be available soon from either school's website. Feedback on the assessments will be issued ahead of the Parents' Evening at St Aidan's on Thursday 7 February from 4.30 pm to 7.00 pm.

You should also receive with this letter a report of Student Attendance for the period from 17 September to 26 October 2018. This details the total number of lessons recorded in this period and the number attended and shows whether or not absences have been officially reported or authorised.

May we also take this opportunity to remind parents and students of the expectations regarding dress code in the Associated Sixth Form: in particular, students should wear trousers, not jeans or jeggings, and dark formal shoes rather than trainers; branded casual tee shirts or sweatshirts should not be worn; and hoodies may be worn as coats but must be removed in lessons. The Headteachers and Governors have requested a rigorous enforcement of the dress code and we would be grateful for all students' co-operation.

In addition, please find enclosed a Data Collection Sheet which shows the details that we currently hold for your son or daughter. Please can you check these details and inform us of any corrections or additions to this data by returning the form to the Sixth Form Office as soon as possible. We are constantly seeking ways to improve communication between school and home, in particular electronic communication by email. It is therefore important that we have an up-to-date parental email address for each student where possible.

Please check the email address provided in the first box on the Data Collection Sheet and ensure that this is the person you wish us to contact by email. If this is blank, please could you provide us with an email address. **Please return your copy signed, even if no changes are necessary.**

Please also check your copy of the student's medical form. If there are any changes to the information given earlier, please complete the relevant section of the reverse of the data collection sheet.

Continued ....

We hope that you find the information in this letter helpful and thank you for your support in helping us to encourage your son or daughter through the demands of Sixth Form study.

Finally, we would be grateful if you could read the following information, which is taken from our 2018 Admissions Policy. We feel it is important that parents and students are aware of the potential implications of concerns arising in Year 12 before discussions of plans for Year 13 begin in July.

### **Entry into Year 13**

The majority of our students enrol into Year 13. Where a student's attendance or conduct has, however, not been in line with expectations, the Associated Sixth Form will notify the student and parent or carer, that his or her place in Year 13 is in doubt. Similarly, where a student's performance in the Year 12 assessments suggests that he or she is not able to cope with the demands of the course, the student and parent or carer will be notified that Year 13 study may not be appropriate for him or her. In all such cases, the Associated Sixth Form will discuss this issue with the student and parents or carer and explore alternative options, but we reserve the right to not enrol students into Year 13.

### **Exceptional Circumstances**

The Associated Sixth Form only offers a third year of study to students in exceptional circumstances. This is defined as a situation where a student's health or personal circumstances have affected his or her ability to complete the courses in two years, in which case a third year may be negotiated. Any student wishing to enquire about a Year 14 option should be aware that it is not possible for students to simply retake all previous courses: this often proves demotivating to students and does not meet funding regulations. Where students do not meet these criteria but wish to continue their studies, the pastoral team within the Associated Sixth Form will support them in accessing alternative provision.

Yours faithfully



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



A Joy  
Head of Sixth Form, St John Fisher