



Friday 22nd July 2022

Dear Parent/Carer

We look forward to welcoming Year 12 students into the Sixth Form at the start of term. Our priority at the start of term is to ensure all of our students are safe and settle in quickly to their new A Level and BTEC courses. It is important that students engage fully with learning and our staff will focus on supporting our students in two key areas:

- Their welfare, wellbeing, and personal development
- Their learning and progress

Communication regarding the collection of GCSE results and enrolment into the Sixth Form has previously been sent. Students and parents are reminded that all Sixth Form places are conditional on meeting the entry criteria for each subject published on the Website.

GCSE results day Thursday 25th August 2022

All Students must enrol with a member of the Sixth Form team in order for individual timetables and tutor groups to be finalised. Any student on holiday on results day may register on Thursday 1st September 2022 between 9:00am-11:00am downstairs in the Sixth Form Centre.

Monday 5th September 2022

Term starts for Year 12

Students should arrive between 8:00am-8:10am and go straight to the Sixth Form Centre to collect their timetable. Timetables will also be on Synergy. Students should then go straight to their period 1 lesson.

Sixth Form Expectations

We ask that students, parents, and carers, take time to read through the Sixth Form Learning Agreement and Student Handbook. This clearly states our commitment to you, our expectations of our students and of you, so that we can all work together positively in the best interests of our students. Full details can be found on the Sixth Form page of the website:

[Sixth Form Learning Agreement 2022-23](#)

[Sixth Form Attendance Protocol 2022-23](#)

[Sixth Form Student Handbook 2022-23](#)

Safeguarding

Year 12 students are required to be in school at all times between 8:20am and 3:15pm and to follow the routines and timings of the school day. Sixth Form students should arrive at 8:20am via the community gate.

Period 5

After the first 2 weeks of term Year 12 students will be permitted to sign out *for period 5 only and go home if they do not have a timetabled lesson*. Students will sign out from the Sixth Form office and parents will need to consent to this first by notifying Mrs Spencer.

Private Study Periods

When a student has a private study period they should work in the Sixth Form Centre or other designated rooms and complete independent study.

Personal Development Curriculum

Guidance lessons are a compulsory and an integral part of the timetable. Mrs Bacon-Clarke (Head of Year 12) and the tutor team will fully support all students with a wide-ranging Post-16 personal development curriculum. In Half term one there will be a clear focus on transition from GCSE and the skills required to succeed at A Level.

Registration, Photo Identification and Lanyards

Students will have a new photograph taken in the first week and will then be issued with an identification card. This personal identification lanyard must be worn at all times, a **strict safeguarding requirement**.

Our key priority is the safety and wellbeing of all our students. **We have a legal duty of care for all students in the Sixth Form and are required by law to know that students are safe and on school premises between 8:20am and 3:15pm.** All students not in lesson or directed study will be based in the Sixth Form Centre.

Mobile Phones

Sixth Form students are only permitted to use their phones or audio equipment in designated areas within the Sixth Form Building, and not around the site or in classrooms. If Sixth Form students do not comply with this, then their mobile or audio equipment will be confiscated.

Directed Study Periods

The Academy receives funding from the Government for each A Level or BTEC course a student follows and for directed study periods. These directed study periods are displayed clearly on a student's timetable. These sessions form part of a student's timetable and students are directed to complete subject tasks by staff.

Attendance

At Arnold Hill Spencer Academy good attendance is 96% or more. This means that a student has not missed more than 7 school days per year. Each school day counts as 2 sessions. Missing more than 38 sessions or 19 days means that a student may become a persistent absentee. Attendance is a cause for concern at 90% or below.

Our clear expectation is that every student should aim for 97% attendance whilst in the Sixth Form. In our references for University and Employment we are required to cite a student's individual attendance record. Should a student's attendance fall below 90% we will contact you to discuss our concerns and if necessary arrange a parental meeting.

Attendance between 8:30am and 3:15pm is compulsory for all Year 12 students. Students are required to attend all lessons, including tutor time and to work in the Sixth Form Centre. Absence leads to missed learning time and will almost certainly impact on grades. Regular attendance at school is a prerequisite for student achievement and good daily routines around attendance prepares students effectively for the workplace and later life. Absence, whether it be long-term, frequent or occasional, leads to missed experiences, and may cause fractured social relationships, which encourage an increased pattern of non-attendance.

Punctuality

Punctuality is a very important life skill, and critical in employment and many other aspects of life. Being punctual is more than not being late, it involves planning to be on time, preparing and organising equipment

for the following day, checking you have all you need for a positive day. Being on time takes a web of mature skills, knowledge, habits and aptitudes.

We ask that you encourage your son/daughter to meet our expectations in terms of punctuality. You are influential in establishing effective values and attitudes towards this important life skill.

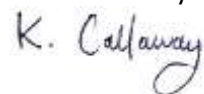
Reporting absence

Parents or students should phone or email Mrs Spencer (Sixth Form Administrator) to report an absence clearly stating the reason. A full list of acceptable (e.g. a university open day) and unacceptable reasons (e.g. a routine dental appointment) for absence is available in the Sixth Form Student Handbook. Students are reminded that part time work must take place outside of school hours and be limited to a maximum of 8 hours a week. Routine medical appointments and driving lessons should not be taken in school time and evidence may be asked for before an absence can be authorised.

We look forward to supporting Year 12 students this year as they make the transition from GCSE to A Level and Level 3 courses. We will fully support all of our students realise their potential and secure a positive destination on their journey towards university or employment.

Thank you in advance for your support.

Yours faithfully

A handwritten signature in blue ink that reads "K. Callaway". The signature is written in a cursive style with a large, looped 'C' at the end.

Mr Callaway
Head of Sixth Form