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24th January 2017

Dear Parent/Carer

Forename Surname - Tutor

I write to update you on our policy regarding student progress from Year 12 to Year 13, on arrangements for study during the AS Level exam period, as well as keeping you informed regarding school events in the coming weeks and months. Clearly this is a critical time for your child as there is only a little over a term before their very important AS exams, and we want to help ensure that your child is as prepared as possible.

Progression into Year 13

As you will be aware from previous information sent home, and from the Sixth Form induction booklet issued to students, it has been a long-standing school policy that students must pass three subjects in their Year 12 exams in order to guarantee progression to Year 13.

In the past we have been able to allow students who only passed two subjects to pick up a new AS Level to replace the third subject, allowing them to continue into Year 13. However, due to government changes in A Level this will no longer be possible for this year group, and therefore students must pass three subjects in order to progress into Year 13. Those who do not achieve the grades to progress will be offered the opportunity to restart Year 12.

Exam period study arrangements

We are very mindful of the importance of supporting students to do well in the AS Level exams, particularly given the impact on progression to Year 13 as outlined above. In line with exam study arrangements for Year 11 we have therefore decided to modify Year 12 study during the exam period, in order to provide students with greater structure and support. Therefore, during the main exam period, from May 15th to June 9th inclusive, Year 12 lessons will continue to run under the normal timetable. Students will be excused lessons for study on the day of any exam and for the day before, this will allow them to focus on that subject in particular, but attendance at lessons will otherwise be compulsory, as they are during the remainder of the year.

Lessons during this period will not cover new material, but will focus on revision and exam preparation. Once an individual subject's exams have finished the subject may spend the lesson time reinforcing material already studied, or doing preparatory work for the remainder of the course, or allowing students to study independently within the classroom.

For the small number of exams after the 9th June, students will still be excused lessons on the day of the exam and the day before, but subjects may at that point start delivering new material which those students will need to catch up on. We feel that this change will maximise student success, by increasing the level of teacher support and time that teachers have to cover both new material and exam preparation.



Upcoming events

This term we have started a programme of **Careers lessons** and all students know when they should attend for lessons. These lessons are supplemented by a number of speakers coming into assemblies and General Studies, helping to raise student awareness of the wide variety of pathways and opportunities available, both during their time with us in Sixth Form and after they leave. We have also arranged a trip to the UCAS Higher Education Convention on Tuesday 21st March and Exeter University on Wednesday 29th March, both events are detailed in a letter distributed to your child during their first Careers lesson. There is also the Post-16 Pathways Evening on Thursday 26th January about which you should have received a separate letter via your child.

The annual **Review Day** is on Wednesday 8th February and all Year 12 students are expected to attend at their allocated time, whether or not their parent/carers are able to accompany them. We hope that you will be able to join your child in the discussion regarding their progress at school and targets for the future.

All Year 12 students will be involved in **Work Experience** from **Monday 17th July to Friday 21st July 2017**. Details were issued to students last term and several students have already found placements and completed all the necessary form. It is vital that those students who have not yet found a placement should contact employers as a matter of urgency as past experience shows that good placements become increasingly difficult to find as the year progresses.

We feel that we are very reasonable in normally allowing students to take their study periods at home rather than requiring them to remain in school. In return for this privilege we expect that they will attend all compulsory activities as detailed above, as well as registration, tutorials, assemblies and General Studies. Consequently, if they choose not to turn up to these events without giving prior notice with good warning they will lose entitlement to leave school during study periods. With the positive approach of most students I know that it is unlikely that this sanction will have to be used but I feel it only fair to make our expectations clear before the events take place.

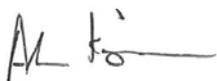
Additional reminders

We greatly appreciate parent/carers' support with maximising student attendance as this inevitably contributes to success in exams. Please continue to support us by confirming either by letter, phone or email (sbriggs@saltashcloud.net) when your child is genuinely absent. Until we receive this confirmation, absences remain unauthorised.

Additionally, in appreciation of the fact that several Year 12 students will now be learning to drive, and may indeed have already passed their tests, please could we remind you that although students are permitted to drive to school they must register their vehicles with Mrs Briggs in the Sixth Form Office, and are not permitted to park on the school site in any circumstances.

I am conscious that this letter contains a great deal of information, but previous feedback from parents suggests that they have appreciated knowing the full details. I also know that early warning means that there is less room for confusion at a later stage. I trust that you will appreciate my reasons for writing and thank you for your support in helping the school, in turn, to support your child.

Yours sincerely



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