

Personalised to parents in new l6

September 2008

Dear Parents

SIXTH FORM PROCEDURES

In the Sixth Form there are certain procedures which operate differently from the rest of the school, which you will find outlined below.

Registration.

All Sixth Form Students are now issued with a swipe card, which they **MUST** use **every time** they enter or leave the building.

Their attendance will be carefully monitored in this way, (as well as through the normal registration process), as all usage of swipe cards (which are also issued to staff) is automatically recorded on the school's computer system. Sixth Form Students must carry their cards **at all times**, as 'tailgating' into or out of school is forbidden. If a girl **does** forget her card, she must report it to her Form Tutor and will not be able to leave the building during the day, until she goes home. If a card is lost, there will be a charge of £2 to replace it.

Sixth Formers are required by law to register both morning and afternoon **even if they have a free period(s) immediately afterwards**. The only exception to this is where girls are free for a whole session (i.e. morning or afternoon) and may, **at their Form Tutor's or the Head of Sixth Form's discretion**, be allowed to take Study leave. Registration time/form period is a very important part of girls' contact with their form tutor. It is used for a variety of purposes, including the sharing of information.

Permission to Leave School after last lesson

Girls in the Sixth Form may go home at any time after their last lesson of the day if they wish, unless attendance at an official school function is required. This permission is granted on the strict understanding that:

- a) any activity or duty for which they are required, eg choir, orchestra, games practices, societies, is attended.
- b) if any member of staff wishes to see a girl, she will be expected to stay.

This system has been operating satisfactorily in the past but if you have any objections to it being extended to your daughter, we shall of course respect your wishes. Please complete the attached reply slip as appropriate.

Attendance and Absence

Attendance in the Sixth Form is stringently monitored. However, we operate a system whereby, if you are agreeable, Sixth Form Students may sign their own absence notes. These notes will be carefully checked by your daughter's Form Tutor, and a record of your daughter's absences will be sent to you at regular intervals.

HOWEVER, we must make an exception in the case of girls who receive an Education Maintenance Allowance (EMA). The school has to report every week to the Awarding Body, who require 100% attendance and punctuality (including permitted absence) in order to grant payment and we must therefore ask that parents or authorised guardians only write notes, explaining fully the reason(s) for absence.

In addition, we ask that all parents (whether their daughter is in receipt of EMA or not) inform the School Receptionist by phone, on the first morning of their daughter's absence. You will be contacted if some enquiry about absence seems to be called for. In the case of EMA recipients, this is obligatory under the rules of the scheme.

Reporting / Assessment

At regular intervals you will be sent an appraisal of your daughter's performance in each of her AS/A2 level subjects, with the intention of building up a comprehensive picture of her development throughout the two years of her course.

It is important that your daughter develops a strong work ethic in the Sixth Form and is able to study independently. A high standard of behaviour and strict adherence to the dress code is expected.

Any infringement of school policy will result in the withdrawal of privileges and the employment of sanctions.

We hope your daughter will settle quickly into her Sixth Form studies but if at any time she is experiencing problems or you have any queries please do not hesitate to contact us.

Yours sincerely



M Peppin (Mrs)
Head of Sixth Form

SIXTH FORM PERMISSION SLIPS

To be returned promptly to Form Tutor.

Daughter's Name Tutor Group

* Please delete as appropriate

1. **Permission to leave school**

- a) * I am willing / not willing that my daughter should be allowed to leave the school premises during her private study time.
- b) * I am willing / not willing for my daughter to have the option to leave school after her last lesson if not required by a member of staff or for a school function or duty.

2. **Absence notes**

My daughter *should be allowed / should not be allowed to write her own absence notes, except if she is receiving EMA, when I will write the note. (These should always explain fully the reason for absence.)

I understand that if there is any cause for concern regarding absence or lateness I will be contacted by my daughter's Form Tutor.

Signature of Parent/Guardian