

## Senior Girls

Merchant Taylors' Schools  
Liverpool Road, Crosby, Liverpool L23 5SP  
Telephone: 0151 924 3140  
Email [j.baccino@merchanttaylors.com](mailto:j.baccino@merchanttaylors.com) [www.merchanttaylors.com](http://www.merchanttaylors.com)  
Headmistress: **Mrs CA Tao MSc BSc (Hons) Grad.IPD**  
Headmistress's: PA: **Mrs J Baccino**



**MERCHANT  
TAYLORS'  
SCHOOLS**

For Boys and Girls  
aged 4 to 18 years

September 2018

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**

Sixth Formers must be in their form bases at 8.40am and are required to register at both morning and afternoon registration sessions, even if they have a free period immediately afterwards. 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 and the delivery of PSHE sessions.

#### **Permission to Leave School before the end of the school day**

Students may leave the school premises during private study time. However, it is obligatory that they sign out/in at Reception.

If students do not have a lesson during periods 7-8 they are permitted to go home at any time after 2.30pm, unless attendance at an official school function is required, or if this privilege has been removed i.e. if a student is not meeting deadlines. This permission is granted on the strict understanding that:

- a) any activity or duty for which they are required, e.g. choir, orchestra, games practices, societies, is attended.
- b) if any member of staff wishes to see a student, 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.

#### **Private study**

All reformed A levels are linear, with examinations being sat at the end of a two year programme of study. Therefore, it is vital that students are revising for their A level subjects throughout the two years of their course. If students have a 'free' lesson they must act with maturity and get into the habit of using this time for private study.

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### **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.

We ask that all parents inform the School Receptionist by phone, every morning of their daughter's absence. You will be contacted if some enquiry about absence seems to be called for.

### **Reporting / Assessment**

At regular intervals you will be sent an appraisal of your daughter's performance in each of her A 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. Your daughter has been given a copy of our Sixth Form Student Handbook which sets out in more detail how we will support your daughter throughout her time in Sixth Form, as well as our expectations of her.

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 if you have any queries, please do not hesitate to contact us.

Yours sincerely

**Mr F Lawell**  
Assistant Head Teacher Key Stage 5