

20 September 2017

Dear Parent/Carer

Welcome to the Post-16 team. As the new Post-16 students settle into Caludon sixth form, they have new leaders to support them through Year 12, introducing:



Miss R Roberts



Mrs S Carter



Mr A Handy



Mrs C Waring



Sharon Veasey



Tracey Hamill

### Sixth Form Staff

The Sixth Form team for 2017/2018 is: **Mrs Carter** (Head of House and Deputy Head of Sixth Form), **Miss Roberts** (Head of House and Head of Sixth Form), **Mrs Waring** (Deputy Head), **Mr Handy** (Head of House, Work Experience and Enrichment) and our team of committed tutors. We also have two dedicated support staff, Sharon Veasey and Tracey Hamill, who run the Sixth Form office and are there to support the students if the teachers are not in the office

### Post-16 Structure

As a result of a growing sixth form, and in order to maintain the high levels of student support, we have organised the structure of our sixth form differently to the rest of the school. We are divided into three houses. Each of these houses will be headed by either **Mrs Carter (Schrödinger House)**, **Mr Handy (Apple House)** or **Miss Roberts (Rowling House)**. Within the house, there are mixed tutor groups of Year 12 and 13. As far as possible the students are placed in a house which is relevant to the subjects they are studying. The tutors and the house head are teachers in the relevant subject areas.

### Sixth Form Tutors

#### ROWLING

(Miss Roberts Head of House)  
Ms Linton/Mr Williams  
Ms McDougall  
Ms De Groot  
Miss Chowdhury  
Mrs Sutheran  
Miss James

#### APPLE

(Mr Handy Head of House)  
Mrs Detheridge  
Mr Fitzjohn  
Mrs Richmond/Mrs Warner  
Mr Knight

#### SCHRÖDINGER

(Mrs Carter Head of House)  
Dr Lynch/Mrs Gardner  
Mrs Robertson  
Mrs Adams  
Miss Nawab  
Mr Srikanthapalan  
Mrs Coleman/Mrs Collinson  
Miss Petty/Mrs Moore

We are very pleased to welcome our Year 12 students into the Sixth Form and are proud of the superb start they have made. We are sure that they will represent us very well around the school and will prove to be excellent role models. They have already achieved well to reach this stage and we are sure they will maintain or exceed the high standards set by our current year 13 students, who achieved 95% A\*-E in their AS or BTEC level 3 subjects, the highest in the city. We are delighted with the A level results of our students who left last year, 50% attained A\*-B grades and 100% attained A\*-E, 117 of our leavers will be starting university courses this month, whilst others have started apprenticeships (including Jaguar Land Rover, Aston Martin and GCHQ) or employment with training, or are gaining further qualifications at college.

### Information Evening

We are holding an information evening for the parents of our new Year 12 students on **Thursday 28 September at 5.30pm**. This will give us the opportunity to talk about many aspects of the sixth form, including the structure, the range of courses and qualifications, UCAS, apprenticeships, subject choices, future pathways, work experience, our standards and expectations, and enrichment. It will also give you a chance to meet some of our team and ask any questions. For parents who are unable to attend, we will post the presentation on the website.

### Work Experience Students

Students will be required to submit their chosen work experience placement forms by **Friday 6 October**. This is something **they** must organise and set up, however we will verify and check the placement's suitability. This will take place from **Monday 22 January 2018 to Friday 26 January 2018**.

### Sixth Form Societies

Alongside our enrichment programme, which all Year 12 students should complete (one hour a week contribution to the school or wider community) this year we are introducing sixth form societies. So far these include:

- Tycoon in Schools led by Mrs Detheridge
- Debating Society led by Mr Knight
- Chess club led by Mr Eatough
- Horticulture club (TBA)

### Assessment week

In order to ensure that each student is following an appropriate programme of study, there will be assessments in all subjects, except Travel and Tourism and retakes, in the week beginning **Monday 2 October**. If the data suggests that students are on the wrong course, we will then review the programme of study and work with them to ensure that they are on a pathway which is appropriate and will allow them to fulfil their potential with success.

### Attendance

Students should aim for 100% attendance and not less than 95%. This includes timetabled lessons, tutor registration on a Monday, mentor sessions and assembly. It is vital that parents or students phone the school on extension 818 on the morning of every day of a student absence. This will ensure that both registers and students' attendance records for references, attendance awards and the bursary are accurate. Medical appointments need to be arranged outside of school time where possible. If there are only appointments available in school time, proof of appointment is needed.

### Graduation

We were also delighted with the graduation successes of students in Year 11 and 12 last year and look forward to even more this year. In order to graduate at the end of year 12, students will need to show that they are engaging and succeeding in the Post-16 experience. The criteria for graduation is:

- 95% attendance
- ATLs of predominantly 5s and 6
- Completion of Work Experience
- Completion of 25 hours of Enrichment
- Completion of stage 4 Caludon Experience

### Key Dates

<b>Thursday 28<sup>th</sup> September</b>	Year 12 Parents information evening re: 6 <sup>th</sup> form
<b>Monday 2<sup>nd</sup> October</b>	Year 12 Assessment week
<b>Friday 6<sup>th</sup> October</b>	Year 12 work experience application deadline
<b>Wednesday 18<sup>th</sup> October</b>	At risk evening Year 12 and 13
<b>23<sup>rd</sup> October – 31<sup>st</sup> October</b>	<b>Half Term</b>

We very much see the Post-16 experience as a bridge from childhood to employable young people and look forward to working with you to support us on this journey, we hope the students have a great term.

If there is anything else that you would like to discuss, please do not hesitate to contact your son/daughter's tutor, or a member of the sixth form team.

Yours faithfully



Miss Roberts  
Head of Post-16 Learning