

13<sup>th</sup> September 2019

Dear Parent/Carer

We are delighted to welcome back our Year 13 students and we are very proud of the way they are representing the sixth form around the school. They are proving to be excellent role models.

We are very pleased with their results in the summer, with 95% gaining A-E in their AS or BTEC Level 3 subjects. We are also delighted with the A level results of our students who left last year, 55% attained A\*-B grades and 100% attained A\*-E, 103 of our students will be starting university courses this month, whilst others have started apprenticeships or employment with training, or are gaining further qualifications at college.

## UCAS

The deadline for applications for medicine, dentistry, veterinary medicine and Oxbridge is **15<sup>th</sup> October**. We are encouraging all other students to submit their university applications as soon as possible after this date. Applying later than **Friday 15<sup>th</sup> November** (our internal deadline) may put them in a less advantageous position. Once a student has sent their application, there is still a lengthy process in school before we send the applications to UCAS and so the earlier they send it the better.

## Post-16 Staff

The Post-16 team for 2019/2020 is **Mrs Carter** (Head of Schrodinger House and Deputy Head of Post-16), **Miss Roberts** (Head of Rowling House and Head of Post-16), **Mrs Waring** (Deputy Head), **Mr Handy** (Head of Apple House, Work Experience and Enrichment) and our team of committed tutors. We also have dedicated support staff, **Sharon Veasey**, **Tracey Hamill** and **Sharon Starkey**, who run the Post-16 office and are there to support our students.

## Student Absence

It is vital that parents or students phone the school on the morning of every day of a student absence, please use extension 818. This will ensure that both registers and students' attendance records for references, attendance awards and bursary are accurate.

## Bursary

Students who are eligible for bursary (household income lower than £25,000) or free school meals will continue to receive the bursary and parents **must ensure they re-apply**. We have already asked for applications, but if your son/daughter has not applied and you think they may be eligible for the bursary or for free school meals, please ask them to see Sharon Starkey in the Post-16 office

Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385

T: 024 7644 4822 | [www.caludoncastle.co.uk](http://www.caludoncastle.co.uk) | E: [enquiries@caludoncastle.co.uk](mailto:enquiries@caludoncastle.co.uk)



Headteacher  
**Mrs M Marr**



National Teaching School  
designated by  
National College for  
Teaching & Leadership



THE UNIVERSITY OF  
**WARWICK**  
PGCE SCHOOL DIRECT

## Mock exam week

Year 13 will have mock exams week beginning 25<sup>th</sup> November.

## Dress Code

We are one of the few remaining sixth forms that have a casual and not business dress code. We do, however, have a strict dress code. Please can we remind students to respect this code as we prepare them to move from the school to the working environment

### Dress Code

Allowed	Not Allowed
Jeans	Excessively ripped jeans
Tops (t-shirts, blouses, shirts)	Tops that are see-through, low cut, off the shoulder, exposing stomach/waist, offensive slogans/images; 'muscle' tops
Dresses (appropriate length)	Very short dresses
Skirts (not very short)	Very short skirts
Trousers	
Knee length shorts	Short shorts (even with tights under)
Footwear (trainers, sandals, boots, shoes)	Thigh high boots, flip flops
Make up	Leggings with short tops
	Hats/caps

**NB - If there is any misinterpretation of the code, for example, not understanding what 'very short' or 'excessively ripped' means, a member of the sixth form team will be available to clarify this.**

## 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 12 last year and look forward to even more this year. In order to graduate at the end of Year 13, and attend the leavers prom, students will need to show that they are engaging and succeeding in the Post-16 experience. The criteria for graduation is:

- 95% attendance (including registration, mentor and assemblies)
- ATLS of predominantly 5s and 6

If there is anything else that you would like to discuss, please do not hesitate to contact your son/daughter's titor, or a member of the Post-16 house team.

Yours faithfully

A handwritten signature in black ink, appearing to read "MRS" followed by a stylized flourish.

Miss Roberts  
Head of Post-16 Learning