

15 September 2020

Dear Parent/Carer

Re: Welcome to Year 12!

We are very pleased to finally welcome our new Year 12 students into school after the most difficult of times for you, the students and us! The systems and procedures to keep everyone safe will bring new challenges for us all but we know that with everyone working together we can meet these adversities with positivity and optimism for the year ahead. Our continued high standards and expectations of all of the school community will lead us on our journey to help maximise the potential of all our young people, both academically and in terms of their personal growth. There is a staggered return to school and also a different start, break, lunch and end time to the school day for each year group. It is therefore vital that parents are aware of the key information which was covered during the induction sessions:

- Students will always enter and leave school via **reception** and sixth form staff will be available at this time.
- In order to reduce large numbers of students in the common room, sixth form students will come into school primarily for lessons. If they only have morning lessons, they will leave the site at **11.50am**. Those with only afternoon lessons will arrive in time for **lesson 4** at **13.10pm**.
- For students with lessons all day, or those receiving free school meals, lunch will be available from the servery between **11.50-11.55am**, **12.35-12.40pm**, and **1.00-1.05pm**. Students will then need to eat their lunch in the common room. Please be aware that there will be no food served/or available to purchase for sixth form students, except at these times. During morning break, students will remain in their lesson 2 classroom, to reduce movement.
- If students want to study in school during a free morning or afternoon, they will need to book in with the sixth form office in advance, so that we can ensure our limited spaces are not overcrowded.

Working together - we must all be responsible for playing our own part in ensuring the safety and well-being of all our school community.

- In order to support each other it is absolutely **vital that the students are on time**; failure to do so will mean the additional Health and Safety systems that have been put in place will be at risk. We thank you for your support with this very important part of our safety procedures.
- **Students need to look after their equipment** as staff are unable to lend this out.
- Students need to **follow the instructions** that they are given by staff to ensure everyone remains safe and able to attend school.

Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385
T: 024 7644 4822 | F: 024 7663 6282 | www.caludoncastle.co.uk | E: enquiries@caludoncastle.co.uk



Headteacher
Mrs M Marr



Respect to all, from all

- In light of recent government announcements we would **strongly encourage all students to have their own face mask to wear when moving around the corridors or when they are congregated together in their year bubble**. The masks should carry no offensive words, images, sporting logos or scary designs. We ask that they have a clear bag to keep their mask in so that it remains clean throughout the day.
- We would ask that students bring their own small bottle of hand sanitiser, although all classrooms will have one it will be useful to have their own personal one too. They should sanitise before they put their mask on and when they take it off.

The Sixth Form team

The Sixth Form structure for 2020 is: **Mrs Carter** (Head of Schrödinger House and Head of Sixth Form), **Mrs Slack** (Head of Larousse House), **Mr Knight** (One year 6th co-ordinator), and our team of committed tutors, all overseen by **Mrs Waring** (Deputy Headteacher and Head of KS5). We also have three dedicated support staff, Sharon Veasey, Tracey Hamill and Sharon Starkey, who run the sixth form office and are there to support the students if the teachers are not in the office.



Mrs S Carter



Mrs L Slack



Mr R Knight



Mrs C Waring



Sharon Veasey



Tracey Hamill



Sharon Starkey

Sixth Form Tutors

Larousse

(Mrs Slack Head of House)

Ms Linton
Miss Williams
Miss James
Mrs Thomas
Miss Beasley
Mrs Roberts
Mrs Richmond
Mrs Ashby

Schrödinger

(Mrs Carter Head of House)

Dr Lynch
Mrs Robertson
Mrs King
Mrs Petty
Mrs Detheridge
Mr Knight/Mrs Warner
Ms McDougall
Mrs Gallagher
Mrs Srikanthapalan
Mrs Adams

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Dress Code

We are one of the few remaining sixth forms that have a casual and not business dress code. We would appreciate your support in also prompting students.

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.

Bursary

Students who have a household income of less than £25000 or are eligible for free school meals may be eligible for the sixth form bursary. If you think your son/daughter may be eligible, please ask them to see Sharon Starkey in the Post-16 office to collect an application form.

Information Evening

We would like to have a parent information evening, but due to current constraints, the current plan is that this will be recorded and available online from Friday 18 September 2020. 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.

Safeguarding

It is vital to be aware of who is in the building at any time. It is therefore **essential** that once lanyards are ready, students wear them at all times.

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 GCSE retakes, in the week beginning **Monday 5 October**. If the data suggests that students are on the wrong course, we will then review their 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 and tutorial sessions. **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.

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Key Dates - Up and coming

Thursday 17 September	Year 12 Information evening
w/b Monday 5 October	Year 12 Assessment week
Monday 26 October to Friday 30 October 2020	HALF TERM

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 your son/daughter on this journey. We hope the students have a great term. We are sure that students will represent us very well around the school, proving to be excellent role models.

Thank you for your support. If you would like to discuss this information, or any other concerns, please contact the Post-16 office on 024 7644 4822 extension 818.

Yours faithfully



Mrs S Carter
Head of Post-16