

07 September 2020

Dear Parent/Carer

Re: Welcome to Year 13!

We are very pleased to finally welcome our Year 13 students into school after the most difficult of times for you, the students and us! We are very proud with how they coped with lockdown and managed to participate in online lessons and keep up to date with their studies. 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 and students are aware of the key information below:

- Year 13, who have lessons on Monday afternoon, will return on **Monday 7 September at 12.40pm**. Students will enter and leave school via **reception**. Staff will be on hand to direct students to a tutorial session with their tutors and will be taken through all of the details that they will need to know to follow our Covid secure procedures.
- Students will start their lessons on **Monday 7 September** in the afternoon.
- If students do not have lessons on Monday afternoon, they may attend the tutor session, if they live nearby. Otherwise, they will start when they have their first full morning or afternoon session, also beginning with a tutorial with either their tutor or one of the sixth form team.
- 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 **11.50am** and **12.10pm**. Students will then remain in the common room. Please be aware that there will be no food served/or available to purchase for sixth form students, except at lunchtime. 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.

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

T: 024 7644 4822 | www.caludoncastle.co.uk | E: 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

- **Students must look after their equipment** as staff are unable to lend this out.
- Students must **follow the instructions** that they are given by staff to ensure everyone remains safe and able to attend school.
- 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.

UCAS

The deadline for applications for medicine, dentistry, veterinary medicine and Oxbridge is **15 October**. We are encouraging all other students to submit their university applications as soon as possible after this date. Applying later than **Friday 20 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 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

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

Assessment week

In order to ensure that each student is following an appropriate programme of study, there will be assessments in all subjects, in the week beginning **Monday 30 September**. 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.

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?

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.



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 sincerely

A handwritten signature in black ink that reads "S Carter".

Mrs S Carter
Head of Sixth Form