

30 September 2022

Dear Parent/Carer

Re: Welcome to Year 12!

We have been very pleased to welcome our new Year 12 students to school and we are very happy to let you know that they have made an excellent start. 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.

Year 12 students took part in an induction session before starting their lessons and were given an overview of the opportunities available to them this year, including work experience, enrichment activities and student leadership roles. We are looking forward to the Sixth Form taking a big part in the student leadership programme and being role models to our younger students.

The Sixth Form team

The Sixth Form structure for 2022-2023 is: **Mrs Carter** (Head of Sixth Form), **Miss Thomas** (Deputy Head of Sixth Form), **Mr Knight** (One Year 6th Coordinator), and our team of committed tutors, all overseen by Miss McManus. The team also includes 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.



Miss V McManus



Mrs S Carter



Miss J Thomas



Mr R Knight



Sharon Veasey



Tracey Hamill

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Ms S Kenrick*Part of the Castle Phoenix Trust*
Leading learning and excelling togetherwww.castlephoenixtrust.org.uk

The House System

Details of our tutors and their houses are outlined below.

Ms Linton Maddison House	Mrs Ashby Maddison House	Miss Beasley Maddison House	Ms Sutheran Maddison House	Mr Chester-Brown Maddison House
Mr Srikanthapalan Devonish House	Dr Lynch Devonish House	Mrs Robertson Devonish House	Mr Ison Devonish House	Mrs Petty Devonish House
Ms McDougall Devonish House	Mrs Faundez-Peters Devonish House	Mr Knight Smith House	Mrs Warner Smith House	Mrs Detheridge Smith House
Mrs Richmond Smith House	Mrs Gallagher Smith House			

Students in Year 12 have already had the opportunity to apply for the role of Deputy House Captain for each of the houses, and will work closely with both the House Leader and House Captain in Year 13 to ensure the successful running of the house system. There will be numerous house competitions taking place throughout the year, in all subjects and all requiring different skills. Students will be rewarded with house points for participation alone, as well as for achieving Gold, Silver or Bronze. We will be encouraging all students to take part in at least one competition, to earn points for their house and compete for the House Cup! We hope the students will enjoy being part of a community within school that includes students of all ages.

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), Cycling shorts
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.

If students turn up to school and are not adhering to the dress code, they will be asked to go home and change into something more appropriate.

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 Mr Knight in the Post-16 office to collect an application form.

Information Evening

Our year 12 information evening will take place on **Tuesday 11 October**. 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. Students will be issued with lanyards and ID badges and it is, therefore, **essential** that students wear their lanyards at all times and scan in and out when they are entering or leaving the building.

Year 12 Assessments

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, Art, Photography and GCSE retakes, from the week beginning **Monday 3 October**. Where the assessment results cause any concern, we will discuss this with the student and contact you if we feel this is necessary.

Skills lessons

All year 12 students will participate in a weekly Skills lessons from the week beginning Monday 26 September. The lessons are a mixture of work, life and study skills designed to prepare students for life beyond school. Skills lessons are a compulsory part of the sixth form offer and complement the rest of the work we do to support students with their next steps.

Attendance

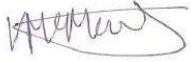
Students should aim for 100% attendance and not less than 95%. This includes timetabled lessons, assemblies and tutorial sessions. **It is vital that parents contact the school, either by phone on extension 818 or via email at sixthformteam@caludoncastle.co.uk on the morning of every day of a student 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.

Key Dates - up and coming

Monday 7 September	Year 12 students start lessons
W/b Monday 3 October	Year 12 Assessment week
Tuesday 11 October	Year 12 Information Evening
Friday 21 st October	Teacher Training Day
Monday 24 October to Friday 28 October 2022	HALF TERM
Tuesday 13 – Thursday 15 December	School production
Saturday 17 – Monday 2 January	CHRISTMAS HOLIDAY
Tuesday 3 January	Teacher Training Day
W/b Monday 9 January	Year 12 Mocks
W/b Monday 16 January	Year 12 Work Experience week
Wednesday 15 February	Year 12 and 13 Subject Evening

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 wish your child every success in the academic year ahead and please do not hesitate to contact us on sixthformteam@caludoncastle.co.uk if you have any queries or concerns.

Yours faithfully



Miss V McManus
Deputy Head



Mrs S Carter
Head of Sixth Form



Miss J Thomas
Deputy Head of Sixth
Form



Mr R Knight
One Year 6th Coordinator