

30 September 2022

Dear Parent/Carer

Re: Welcome to Year 13!

We have been very pleased to welcome our new Year 13 students back 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 13 took part in an induction session before starting their lessons and were given an overview of the opportunities available to them this year, including 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 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 (Deputy Head). 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.



Miss V McManus



Mrs S Carter



Miss J Thomas



Mr R Knight



Sharon Veasey



Tracey Hamill

Axholme Road, Wyken, Coventry CV2 5BD**T:** 02476 444 822 | **E:** enquiries@caludoncastle.co.uk | **W:** www.caludoncastle.co.uk**Registered office:** Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385Headteacher
Ms S Kenrick*Part of the Castle Phoenix Trust*
Leading learning and excelling togetherwww.castlephoenixtrust.org.uk

The House System and Tutors

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 13 will have the opportunity to apply for the role of House Captain for each of the Houses,

UCAS

The deadline for applications for medicine, dentistry, veterinary medicine and Oxbridge is **Friday 15 October**. We are encouraging all other students to submit their university applications as soon as possible after this date. Applying later than **Friday 25 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.

Teachers will use a combination of AS/end of year exam grades and any recent assessment data to generate predicted grades for students. According to the UCAS website, predicted grades should be aspirational, yet achievable, as this will often motivate students. However, it is not in students' best interests to be predicted a grade considerably higher than their teachers believe is possible, as this can lead to them not meeting the requirements for any offers, or ending up on a course where they will not be successful. Students are able to apply for up to 5 courses, and our advice is that they look at entry requirements carefully and have some aspirational choices, as well as some where they are likely to achieve the required grades.

Further information about the application process can be found on the UCAS website:

<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

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.

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.

Safeguarding

It is vital to be aware of who is in the building at any time. Students have been 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.

Bursary

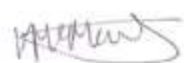
Students who have a household income of less than £25000 or are eligible for free school meals may be eligible for the sixth form bursary. **Any students who received the bursary last year will need to reapply this year.** If you think your son/daughter may be eligible, please ask them to see Mr Knight in the Post-16 office to collect an application form.

Key Dates – up and coming

Friday 21 st October	Teacher Training Day
Monday 24 October to Friday 28 October	HALF TERM
Friday 25 November	Internal UCAS deadline
w/b 28 November	Year 13 Mocks
Tuesday 13 – Thursday 15 December	School production
Saturday 17 December – Monday 2 January	CHRISTMAS HOLIDAY
Tuesday 3 January	Teacher Training Day
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