

04 October 2023

Dear Parent/Carer

We have been very pleased to welcome our sixth form 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.

All of our 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 enrichment activities, student leadership roles and support for their future. We are looking forward to the sixth form taking a big part in the student leadership programme and the House system and being role models to our younger students.

Information evening

We are having a Sixth Form Information Evening for parents and carers which will take place on **Tuesday 10 October** and you should have already received a letter about this and what the evening will entail. However, we wanted to take this opportunity to give you a few key messages about the sixth form as the structure of the school day is slightly different than it is for lower school.

Morning Tutor Period – 8.50am-9.00am

As you may already know, the structure of the school day has changed this year and there is a 10-minute tutor period at the beginning of the school day, where we register students and give them key messages. The majority of sixth form students will be required to attend these on **3 mornings** per week, and only on days when they have lessons in the morning. Failure to attend these will count as an absence and affect their overall attendance.

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.

Students are only required to be in school when they have timetabled lessons, personal development and tutor periods and assemblies, but they are welcome to use the common room or study area when they have free lessons.

Bursary

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 8331385



Headteacher
Ms S Kenrick

Part of the Castle Phoenix Trust
Leading learning and excelling together
www.castlephoenixtrust.org.uk



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.

Safeguarding

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

Skills lessons

All year 12 students will participate in a weekly Skills lessons and these started the week beginning Monday 25 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.

Providing of information to provider of youth support services and the right to opt out

Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the child and parent's name(s) and address, and any further information relevant to the support services' role. However, if the child is over 16, the child (or the parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please see below on how to opt-out of this arrangement.

If you wish to opt out and do not want your information shared with the Youth Support Services beyond name and address, then please contact the school in writing. Further information regarding Data Protection can be found on our website. <https://castlephoenixtrust.org.uk/wp-content/uploads/2023/02/Data-Protection-Policy-CPT-2018-21.pdf>

PRIVACY NOTICE: <https://castlephoenixtrust.org.uk/wp-content/uploads/2023/02/CPT-Parent-Privacy-Notice-2018-2021.pdf>

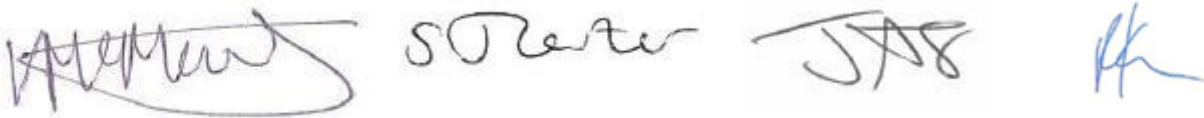
Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the child and parent's name(s) and address, and any further information relevant to the support services' role. However, if the child is over 16, the child (or the parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please see below on how to opt-out of this arrangement.

If you wish to opt out and do not want your information shared with the Youth Support Services beyond name and address, then please contact the school in writing. Further information regarding Data Protection can be found on our website. <https://castlephoenixtrust.org.uk/wp-content/uploads/2023/02/Data-Protection-Policy-CPT-2018-21.pdf>

PRIVACY NOTICE: <https://castlephoenixtrust.org.uk/wp-content/uploads/2023/02/CPT-Parent-Privacy-Notice-2018-2021.pdf>

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
Coordinator