September 2026

Dear Parent/Carer

Re: Welcome to Year 12!

We have been very pleased to welcome our new Year 12 students into sixth form and 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 students taking a big part in the student leadership programme and being role models to our younger students.

This letter summarises the key information that we have delivered to students so far; however, we will cover this in more detail at our Sixth Form information evening which will take place on **Wednesday 4th November.**

The Sixth Form team

The Sixth Form structure for 2026-2027 is: **Mrs Carter** (Head of Sixth Form), **Mrs Thomas** (Deputy Head of Sixth Form), and our team of committed tutors, all overseen by **Mr Carter**. The team also includes two dedicated support staff, **Narinder Gill** and **Pam Griffiths**, who run the Sixth Form office and are there to support the students if the teachers are not in the office.



Mr S Carter



Mrs S Carter



Mrs J Thomas



Narinder Gill



Pam Griffiths

The School Day

If students have morning lessons, they are expected to be in school by 8.50am to ensure that they are on time. Students are not required to be in school if they don't have lessons, but they are welcome to come in and use our study facilities.

Period 1	9.00-10.00am
Period 2	10.00-11.00am
Break	11.00-11.20am
Period 3	11.20am-12.20pm
Personal development/Lunch	12.20-1.20pm
Period 4	1.20-2.20pm
Period 5	2.20-3.20pm

Supervised Study Periods

All year 12 students following level 3 (A levels and BTECs) courses have 2 hours of supervised study periods per week. These are part of their timetabled lessons and will count towards their attendance. Resources will be made for them to support their studies, and they will have access to iPads, should they not have their own.

Students following the one-year 6th programme have a weekly 2-hour Skills lesson on Tuesday afternoons from 1.20pm-3.20pm. These sessions will focus on study skills as well as providing advice and guidance for their next steps.

Personal Development, Mentoring and Assemblies

All sixth form students have a weekly personal development session as well as one-to-one or small group mentoring sessions with their tutors every 3-4 weeks to check their progress. There is also a weekly assembly which takes place on Thursday at 12.20pm.

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 to wear appropriate clothing.

Allowed	**Not Allowed**
Jeans	Excessively ripped jeans
Tops (t-shirts, blouses, shirts)	Tops that are see-through, strapless, excessively low cut, exposing stomach/waist/back, offensive slogans or images;
Dresses (appropriate length)	***Very*** short dresses
Skirts (not very short)	***Very*** short skirts
Trousers	
Knee length shorts, knee length cycling shorts	***Very*** short shorts (even with tights under),

Footwear (trainers, sandals, boots, shoes)	Thigh high boots
Make up	Hats/caps/coats in lessons

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.

Mobile Phone Policy

Students in the sixth form are permitted to bring their mobile phones to school but must adhere to the following policy, as per the statutory government guidance.

1) Students may use their mobile phones in the **sixth form common area** and **sixth form study room**.
2) Mobile phones/headphones **may not be used** on the corridors or in communal areas outside of the sixth form common room and study room.
3) Communication between students and their parents via students' mobile phones must take place in the **sixth form common room** or **study room**.
4) Failure to adhere to these rules will result in items being confiscated. Students will be able to collect them at the end of the school day.

Bursary

Students who have a household income of less than £28000, 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 Pam or Narinder in the Post-16 office to complete the online application.

Safeguarding

It is vital to be aware of who is in the building at any time. Students have been issued with lanyards and will shortly be issued with ID badges. It is, therefore, **essential** that students wear their lanyards at all times and sign or scan in and out when they are entering or leaving the building.

Communication via the Arbor app

The Arbor app enables you to send free messages to the school, as well as accessing information about your child's timetable and attendance. You are able to download the app from the App Store or Google Play store.

Attendance and punctuality

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 1818, via email at sixthformteam@caludoncastle.co.uk or on the Arbor app 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.

We do understand that students are sometimes ill and family emergencies happen, but one session off can mean a student misses half of their weekly lessons in that subject. There is a very strong corelation between student attendance and students reaching their potential. Tutors will speak to any student whose attendance

falls below 92%, and contact will also be made with home. We are happy to have meetings to support individual attendance. Any student whose attendance consistently falls below our expectations may put their place in our sixth form in jeopardy.

Punctuality also has an impact on a student's ability to achieve their potential. Any student who has 3 or more lates to a timetabled session in a week will have a 30-minute detention at the end of school on the Friday of that week.

Drayton Manor Trip
This is taking place on Friday 25 September and will provide an opportunity for students to bond outside of the classroom and reinforce a shared sense of identity and belonging within the whole sixth form cohort. The cost is £28 and payments should be made via the Arbor app by Tuesday 15th September. Coaches will leave school at 9:00am and return at around 5:00pm. Students will need lunch/snacks or bring money to purchase their own.

Key Dates - up and coming

Monday 7 September	Year 12 students start lessons
Friday 25 September	Sixth Form Trip to Drayton Manor
Friday 23 October	Teacher Training Day
Monday 27 October to Friday 31 October	**HALF TERM**
Wednesday 4 November	Year 12 Information Evening for parents and carers
Friday 4 December	Teacher Training Day
Monday 21 December- Monday 5 January	**CHRISTMAS HOLIDAY**
Tuesday 5 January	Students return to school
W/b Monday 11 January	Year 12 Mocks
Thursday 11 February	Year 12 and 13 Subject Evening and careers fair

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

Mr Steve Carter
Deputy Head

Mrs Sarah Carter
Head of Sixth Form

Mrs Jenni Thomas
Deputy Head of Sixth Form