



Heckmondwike Grammar School
High Street, Heckmondwike
West Yorkshire
WF16 0AH
Tel: 01924 402202
Fax: 01924 418318
Email: office@heckgrammar.co.uk
Website: www.heckgrammar.co.uk

Headteacher: Mr N Bulley

HLN/SMF

08 September 2017

Dear Parent/Guardian

We would like to welcome all Year 12 students to the new school year. We look forward to working with students and parents in a way that we hope best serves their interests and effectively shapes their future.

We fully recognise the impressive efforts and the outcomes that students achieved at GCSE level in order to secure their place in the Sixth form and are confident that this success will continue. Now that students have completed the first week of term, we thought you would appreciate some information about the arrangements for year 12.

A level

A level courses are challenging qualifications that stimulate students intellectually. All subjects have now moved to become linear qualifications and all examinations will take place in the summer of 2019, at the end of a two year course. While there will be no external examinations at the end of Year 12, students will sit an internal end of year examination in each subject in the summer of 2018.

Successful students adapt to the intensity of A level through hard work and a willingness to take increased responsibility for their own learning. We welcome your support in helping your son/daughter to establish an effective routine of independent study outside of school.

Most students are following a programme of 3 A levels and will typically have 9 study periods throughout the week. Ideally, in addition to this, at least two hours per day should be set aside for assignments, supplementary reading and revision. We do understand that students may struggle to adapt to this at first and so we advise students to build up to this two hours per day, gradually increasing the time that they spend on their studies. The school has a study area dedicated to Sixth Form independent study and a school library for use by all students.

Progress and Support

The Sixth Form is divided into tutor groups led by an experienced and dedicated member of staff. In some cases a tutor group will be assigned two tutors who will work together to ensure that your son/daughter has the help and support that they need.

The tutor will also give lessons on topics such as study skills, time management, learning strategies and revision techniques in a weekly tutorial period. These will be supplemented with advice on careers and university applications.

This year we have a new structure within the Sixth form team. Miss Grimes will work as the Student Support Manager (SSM) for Y12, working with tutors and students to ensure they are supported in their studies. Miss Grimes is available to meet with parents to identify issues and discuss possible solutions. Mr Ellis (Deputy Director of Sixth form : Transition) and Mr Oxby (Deputy Director of Sixth form : Progression) will be supporting students throughout their time in the Sixth form, helping them to make the transition to A-Level studies, and to prepare for life after Sixth form.

Parents may wish to note that the school can provide support through its School Counsellor or School Nurse. Matters can be discussed which may not necessarily relate to the student's programme of academic study. For further information students and parents should contact Mrs Naylor.

Targets and Monitoring

We would like to invite you to an initial information evening for parents' on Wednesday 13 September from 6.30pm until 7.30pm. During this time you will get to meet the Sixth Form team. We will explain the important information that will help you to be able to support your son/ daughter during their A level studies and there will be a chance to ask group or individual questions at the end.

We carefully monitor student progress and keep you informed through data reports and a parents' evening. This year you will receive projected attainment grades (PAGs) periodically through the year. The Year 12 parents' evening takes place on Thursday 15th February, although parents can discuss their son / daughter's progress at any time by appointment or on the telephone. The form tutor should always be the first point of contact for any pastoral concerns for both students and parents. The form tutor will either deal with the issue that is presented, or will seek further support from Miss Grimes, the Student Support Manager for Year 12.

Progress is monitored within the school against students target grades. These target grades are based on national data relating average GCSE performance to potential A Level results. Although this is a statistical prediction it does provide students and parents with a much better basis upon which to measure academic progress and helps highlight success. Students will receive these target grades next week.

Routines and Expectations

We look for high levels of attendance throughout the Sixth Form and will contact you if there is an unexplained absence. You may receive a message to inform you that your son / daughter has missed a lesson or an independent study period. Please contact us to inform us of the reason for this absence or the absence will be recorded as truancy. We carefully select the messages that are sent each evening so we would kindly request a response.

Miss Grimes will review student attendance each week and will contact you if an issue is identified.

If at all possible, medical and dental appointments need to be made outside school time. If this is not possible a phone call from the parent or a note should be provided as evidence of the appointment.

Students register daily with their tutor at 8.45am. Please call the School (01924 418316) before 9.00am in the case of illness so that staff can be informed. If a student is ill during the school day, they must see Miss Grimes sixth form office. She will help your son / daughter to make arrangements for them to return home if this appropriate.

It is important that students do not take on excessive commitments out of school that are likely to impinge on their study time.

Students are issued with an ID badge and this must be visible at all times to help safeguard all members of our community.

The Sixth Form dress code has been explained to students and a copy is available on request. It is based on a university dress code and was agreed through negotiation with the Sixth Form committee. Students who do not adhere to the dress code, including having unnatural hair colour, will be sent home to rectify the situation.

Sixth Form Bursary

Students may apply for a bursary which aims to help and support students who face the greatest barriers to learning. The eligibility and application procedure can be found on the school website.

Please do not hesitate to contact the school if you require any information throughout the year.

Yours sincerely



Mrs H Naylor
Assistant Head Teacher
Head of Sixth form

Y12 Parents' Information Evening

Dear Parent/Guardian

We would like to invite you to an information evening on **Wednesday 13 September, 6.30pm – 7.30pm** in the Swann Hall. Entrance is via the North Street with parking available in the MUGA car park. We hope to clarify the information within this letter and address any queries that you may have. We value your continued support and look forward to a successful year.

We would be grateful if you could complete and return the reply slip below.

Y12 Parents' Information Evening

To: Mrs H Naylor, Assistant Head Teacher / Head of Sixth Form

NAME:	Year 12
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*I / We shall attend the meeting on **Wednesday 13 September 2017**

*I / We are unable to attend on **Wednesday 13 September 2017**

(* Please delete as appropriate)

Please reserve.....seats.

Signed: _____ (Parent/Guardian)