



Heckmondwike Grammar School
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Headteacher: Mr N Bulley

HLN/SMF

20 September 2017

Dear Parent/Guardian

We would like to welcome all year 13 students to this new, and their final, school year. As your son/daughter begins their final year with us it is an appropriate time to write to you and explain the arrangements for Year 13.

Progress and Support

We fully recognise the efforts and the outcomes that students achieved in their Year 12 exams, both external AS exams and internal mock exams. It is important that all students reflect carefully on their individual results profile and establish a suitable strategy through seeking appropriate guidance from their teachers. In our experience, the majority of students respond positively to advice and improve their performance in the final A Level year.

To support your son/daughter in reaching their full potential, we will continue to monitor their progress throughout the year.

Key dates for this year include:

- Wednesday 27 September at 6.30pm: Parents' Information Evening
- Thursday 2 November 2017 : Y13 Parents' Evening 1
- Internal examinations 12-16 February 2018
- Thursday 8 March: Parents' Information Evening
- Thursday 22 March: Parents' Evening 2

In order to improve the support offered to students, we have changed the structure within the sixth form team. As always, the form tutor should be the first point of contact for any pastoral concerns for both students and parents. Students will be further supported by Ms Halliday, Student Support Manager for Year 13.

Mr Oxby, Deputy Director of Sixth Form, will be in charge of all applications to HE and further study and will be able to give guidance on appropriate courses and options for the future.

Parents may also wish to note that the school can provide support through its counsellor or the school nurse. In these cases, matters can be discussed which may not necessarily relate to the student's programme of academic study.

UCAS

Students who elect to apply to university will do so in the course of this term. It will be an online application overseen by their tutor and then their checker. As you are aware, time in the summer term was dedicated to preparation for this process. It is crucial that students make appropriate course choices in line with their predicted grades and which match their personal preferences. Throughout this process students should routinely check their email, communication via the school bulletin and the

flat screen in the Sixth Form study area. The school has a dedicated careers team who are available to discuss higher education options and career opportunities for all students.

The following websites offer useful information and guidance on university tuition fees.

<https://www.gov.uk/student-finance>

<http://www.moneysavingexpert.com/family/student-loans-tuition-fees-changes>

To clarify these issues, we will host a Student Finance talk for parents on Thursday 8th March.

Sixth Form Bursary

To help them in their studies, students may apply for a bursary which aims to help and support students who face the greatest barriers to learning. To find out if your son/daughter might be eligible, and how to apply, please consult the school website or contact Ms Halliday.

Routines and Expectations

The new academic year might also be an appropriate time to remind you of the high expectations we have of all our Sixth Form students.

- 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 the reason for this absence or the absence will be recorded as truancy.
- Ms Halliday and Mrs Naylor 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. Students arriving after 8.45am must register in the ILA.
- 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 Ms Halliday or Student Services. They will help your son/ daughter to make arrangements for them to return home if this is 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 or on the school website. It is based on a university dress code and was agreed through negotiation with the Sixth Form committee. This also makes reference to hair colours that are deemed inappropriate.

We value your continuing support in helping us to maintain these high standards.

Finally, we would like to take this opportunity to invite you to an information evening on Wednesday 27 September, in which we hope to clarify the information within this letter and address any queries that you may have. The event will be held from 6.30-7.30pm in the Swann Hall. Entrance is via North Street with parking available in the MUGA car park. .

We look forward to working with you and your son/daughter in a way that best serves their interests and effectively shapes their future.

Yours sincerely



Mrs H Naylor
Assistant Headteacher - Director of Sixth Form

Information evening on **Wednesday 27 September**, from **6.30- 7.30pm**. In the Swann Hall. Entrance is via North Street with parking available in the MUGA car park.
I would be grateful if you could complete and return the reply slip below.

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Y13 Parents' Information Evening

To: Mrs H Naylor Assistant Headteacher-Director of Sixth Form.

NAME:	Year 13
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*I / We shall attend the meeting on **Wednesday 27 September 2017**

*I / We are unable to attend on **Wednesday 27 September 2017**

(* Please delete as appropriate)

Please reserve _____ seats.

Signed:

(Parent/Guardian)