

10th February 2017

Year 12 and 13 – Sixth form update and School Policy reminder

Dear Parents/Carers,

It is now half way through the academic year and we have been reviewing many aspects of life in the sixth form. We are very proud of the overall positive attitude of the majority of our students; they are acting on good advice, studying in a focussed manner and achieving notable, well-deserved successes.

We are writing at this time to give you a reminder about certain aspects of school policy. We would be grateful for your help with encouraging your son or daughter to adhere to these. We are pleased to say that the majority of students are correctly dressed and punctual.

Dress code

We have a Dress Code and clear expectations to ensure that personal appearance does not detract from the purpose of being in the Sixth Form, namely to achieve academic success and prepare students for life beyond school. It should also be noted that all members of the Sixth Form are expected to set an example to younger students through their appearance as well as through their behaviour.

The Dress Code applies at all times whilst a student is in school. This includes examination and study leave periods. The only exceptions to this will be communicated in advance by staff, e.g. mufti days, Activities Week, weekend rehearsals.

The staged response for Dress Code infringements is stated quite clearly in the school prospectus.

- First occasion - Student given a warning and a Student Concern recorded.
- Second occasion – as above – detained in PREP after school
- Subsequent occasions will result in a student being sent home and/or excluded and on their return placed on Dress Code Report.

The full Dress Code can be found on page 83 of the Sixth Form prospectus on our website via

https://issuu.com/fsedesign/docs/issuu_28cfcf9ab26d65/4?ff=true&e=9726567/41117256

Absence management

It is very important that the school is notified when a student is absent for any reason. If your child is unwell or needs to leave school during the day for an

appointment please ensure that you contact the school absence telephone line via 01296 424781 or email sixthformabsence@sirhenryfloyd.co.uk.

Students must always attend registration in the morning with their tutors or sign in before Period 1 with Mrs Cole in the Library if they have attended a club. Registration is an important time where tutors give out information but also monitor student progress which may highlight any issues the student may have. Registration and assemblies are compulsory and students should not be missing these without a valid reason.

Students arriving late to school should sign in on the sheets in G2. Similarly students must sign in for period 5 using the sheets in G2 if they do not have a lesson at this time so that we have a record of their presence on site for Health and Safety reasons.

Home Study

Many year 13 students have availed themselves of the opportunity to take some weekly periods of Home Study. If students are in school at a time when they would normally be taking Home Study, it is essential that they sign in on the signing in sheets in G2 so that we are aware of their presence in case of an emergency evacuation.

Senior Student Leadership

We should like to take this opportunity to thank all the year 13 students who have served as Senior Prefects (SSLT, Ambassadors, House Captains). Before Easter they will be handing over their roles to the newly appointed year 12 students who will be stepping into their shoes. If your child is in year 12 we do hope that you will encourage him or her to apply for one or two of the many posts on offer. Our students gain so much from the leadership roles we provide. Applications for Head Boy and Head Girl close on the day we return from half term.

Sixth Form students have had a busy start to 2017 with many extra-curricular and academic activities including trial examinations, university offers and preparations for the annual ski trip leaving for Austria today. In the next half-term Year 13 A level students will be sitting their final trial examinations from 1st-10th March. Year 12 students and their parents have already been invited to the UCAS Information Evening on 27th February. (Year 13 parents are welcome if they missed this last year and their child is intending to apply next year).

We very much appreciate your support and as always, if you would like to discuss any of these points, or any other matter, please contact either of us by telephone at the school or via email to kchapman@shfgs.co.uk or ccraigie@shfgs.co.uk.

Yours sincerely,

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