

SIXTH FORM NEWSLETTER

SEPTEMBER 2008

It has been fantastic to welcome back all our returning Year 13 students and to meet our huge Year 12 year group. We now have 366 students in the Sixth Form and it really is a pleasure to work with such an enthusiastic group of young students. We are sure that we are going to have another exciting and action packed year in the Sixth Form. It certainly is never dull in the Sixth Form area!

This year, we welcome two more members to the Sixth Form team, Mr Godfrey and Miss Healy, who will enable us to provide more opportunities for all our students.

Mrs P Symonds
Head of Sixth Form

SIXTH FORM ATTENDANCE

We know that as parents/guardians, you are very keen to help us ensure your son/daughter is happy and successful at school. However, we realise that you can only do that if you are kept fully informed.

Our aim this year is to ensure that you as parents/guardians, have a full picture of your son/daughter's attendance and so as well as the attendance data sent out in the Progress checks, letters and data will also be triggered at certain key points. This means that we can nip any problems in the bud and ensure that all students have every opportunity to achieve their personal best. To do this all subject staff and form tutors will be following the guidelines below:

NON-ATTENDANCE TO LESSONS

1. On a **monthly basis**, letters and printouts of attendance from SIMS will be sent to you when your son/daughter's attendance in all areas is worrying. Your son/daughter will also have an interview with the appropriate member of the Sixth Form team.
2. Subject tutors will send you a letter highlighting the fact that your son/daughter has **missed 2 lessons in a cycle**. It may be that there are genuine reasons for these absences and this issue can be resolved quickly.
3. If the situation with a particular student continues, you will be invited in to discuss the matter with the appropriate Head of Faculty and/or a member of the Sixth Form team.

NON-ATTENDANCE TO REGISTRATION

This may not seem to be as serious as missing lessons; however registration is a vital part of the school day. Crucial information is conveyed to students and it is time when Sixth Form students are able to take on important leadership roles.

1. When a student has missed **4 registrations** in a cycle, their form tutor will send you a letter and we hope that at this stage you will discuss this with your son/daughter.
2. If the situation continues, your son/daughter will have an interview with their House Leader and you will be informed by letter or phone call about this.
3. If there is no improvement, then a further interview with the appropriate member of the Sixth Form team and all parties involved will be organised.

Please contact the Sixth Form office if your son/daughter is ill or absent so we can inform all the appropriate members of staff and keep our data up to date.

If you have any other suggestions about how we can improve our communication with you, please contact me at school on psymonds@harlington.org.



YEAR 13

UCAS

It has been great to see so many students coming into school with their personal statements at the beginning of term. These will be read by their Form Tutors and myself. Students will also have the opportunity over the next month to attend Personal Statement Clinics with representatives from a range of universities.

Over the next few weeks, Subject Tutors will be discussing with students their AS results, re-sit requirements, if any, and their predicted A2 grades. This will enable students to look for appropriate university courses, go on open days and ask any questions that they may have about the entrance requirements.

We expect all students to have completed their UCAS applications by Friday 24th October. This will give us time and opportunity to ensure their details are correct and the application is completed correctly.

Education Maintenance Allowance

Students who have received their EMA contract should see Caron Montague as soon as possible. All EMA students will be advised about the procedures and paperwork involved. It is essential that they follow the guidelines if they are to receive their payments every week and their bonuses.

This year a new provider has taken over the running of EMA and there have been a lot of application entry issues. Consequently all EMA payments/applications are delayed. Please bear with us, students will receive their entitlements in due course, with payments backdated.

If during the course of the year if you feel your son/daughter is entitled to EMA, we always have applications packs available.

Key Dates in 2008

*Completed Personal Statements
30th September*

*Oxbridge applications
10th October*

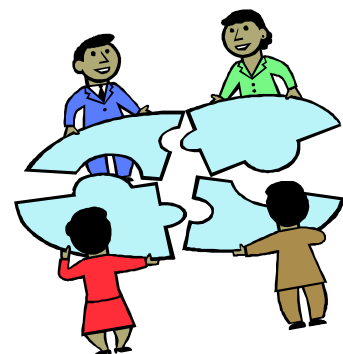
*Completed UCAS Applications
24th October*

*Year 13 Parents Evening
4th December*

YEAR 12

We hope that Year 12 students are now feeling settled and happy with their chosen courses. We have been impressed by the way they have approached the beginning of term and all their beaming smiles.

It can be a stressful time for Year 12 students as they cope with the jump from GCSE to AS and the heavy workload that will all of a sudden creep up on them. If they are feeling stressed and are panicking about not being able to cope, it is important that they talk their concerns through with their Form Tutor, Subject Tutor or someone from the Sixth Form Team. We can always find a solution, if we know there is a problem



Year 12 & 13

Sixth Form Uniform

Although, fashions come and go, the Sixth Form Uniform remains the same as it has been for years. In the next few weeks The Sixth Form council will be putting on a 'What to Wear' assembly to highlight to everyone what is acceptable to wear in the Sixth Form.

Below is just a reminder of the Sixth Form uniform code:

The main guideline is:

Students should dress very smartly for school as if they were working in a formal office situation. They should also recognise that they will be setting an example as senior students of the school.

Specific guidelines:

BOYS should wear collar and tie and trousers (NOT jeans).

GIRLS should wear a dress, or skirt (of an acceptable length) or tailored trousers with blouse and plain jumper. (No jeans or sun tops.) Girls may not wear shorts – tailored knee length city shorts are acceptable, hot pants are not.

ALL STUDENTS

Any Denim items are not acceptable.

Jeans of any colour (i.e. black, brown, white etc.) may **not** be worn.

Shoes should be worn, not trainers.

Hoodies are not suitable.

As with the main school, only one stud per ear lobe is acceptable and no other visible piercing is permitted.

Hair: whilst acknowledging the pressure of fashion and peers we would ask students to ensure that hair is of a natural colour and worn in a style which is inoffensive and suitable for a professional establishment.

Extremely short hair, shaved heads or very obvious highlights are not acceptable.

Hair styles should be suitable for a professional establishment – very obvious highlights, shaved head or 'extreme' styles are unacceptable.

The school reserves the right to veto a student's choice of clothes for school, and doubts as to the suitability should be discussed with the Form Tutor, House Leader or Sixth Form Team.



SIXTH FORM TEAM

Mrs P Symonds	Head of Sixth Form. Liaison with Apollo and Midas Houses
Mrs C Montague	Assistant Head of Sixth Form. Careers, Events
Miss A Healy	Assistant Head of Sixth Form. Enrichment, liaison with Hercules and Theseus Houses
Mr E Godfrey	Assistant Head of Sixth Form. Monitoring & Intervention, liaison with Europa and Pegasus Houses.

If you would like this newsletter emailed to you please contact us at sixthform@harlington.beds.sch.uk.

My email address is psymonds@harlington.org

We hope that you are happy with the progress your son/daughter is making. Please contact us on the above email address or telephone the school should you have any concerns you would like to discuss with us.