



Hardenhuish School

A High Performing Academy

10 September 2018

Dear Parents

Welcome to the start of Y13. Students have returned well and are showing signs that they are ready for the challenges and opportunities that their final year at Hardenhuish will bring. It is good to see that students have been busy working on their UCAS personal statements over the summer and tutors are ready and willing to help them as they finalise their statements and make their way through the UCAS application process. We will be sharing lots of information on the application process with you and them over the coming weeks. As well as working hard, they also appear to be enjoying our new Sixth Form café! This area has been newly installed over the summer and will continue to develop in the coming weeks and months.

The School Day

As last year, all students are expected to remain in school during the normal school day (8.30am-3pm). Students have ample space in which to self-study during study periods, including the new study area as mentioned above. We also have a designated silent study room, separate computer areas and students are also able to use the Resource Centre at any time during the day. In addition, we have the aforementioned café and two common rooms.

Tutor registration continues to take place from 8.30am – 8.45am, with an assembly every Monday; attendance is compulsory as this is when we will share important information with the year group. Tutors will be delivering a designated program of activities to all students during this time throughout the year, to help support students as they make their applications to UCAS and start to plan for their future.

Attendance

At Hardenhuish we believe that a high level of attendance is one of the key ways of ensuring that our students achieve both their academic and personal potential. If a student does not attend school regularly they may struggle to keep up with school work and miss information needed for assessments and exams. They will also miss out on the social side of school life which is an important part of Sixth Form.

This year, the school's minimum target figure for how often a student should be present is 97% which is the standard set in line with the Government's expectations based on historical data that shows how much better, on average, a student achieves with their attendance at this level or above.

School begins at 8.30am each day and we expect all students to be in school ready to begin the day at 8.25am. Please contact Mrs Todd directly on the above number or via email (jrt@hardenhuish.wilts.sch.uk) if your son/daughter is going to be absent. You can also call the Absence Hotline which is 01249 767390. Students also need to let Mrs Todd know if they are going to be absent for any other reason, i.e. medical/dental appointments, university interviews, applicant days etc. Wherever possible, we ask that dentist and GP appointments are made outside of lessons to cause the least disruption to learning. We are able to authorise absences for driving tests, but please note that driving lessons should be outside of lesson time. If you are unsure whether an absence is authorised, please contact Mrs Todd, or ask your son/daughter to pop into her office to speak to her.

If a student is absent from school and we are not aware of the reason, Mrs Todd will contact them to enquire as to the reason for absence. If non-attendance or poor punctuality persists, Mrs Todd will contact you to inform you of our concerns. We will be closing monitoring attendance and will work with parents where necessary to support the good attendance of all students this year.

Student Identification/Signing In/Out

Students were issued with a student ID card last year which we continue to ask them to wear at all times in order to identify them as a Sixth Form student. They continue to use this card to sign in and out of Sixth Form so that in the event of an emergency bell we know whether or not they are on site.

Show My Homework

All teachers are required to set all homework using the Show My Homework website or App. This is an online tool that enables you and the student to see what has been set, how long they should spend completing it, and when it is due. Both you and students can access any relevant resources or support materials that they may need to complete the homework through Show My Homework. You should have already been emailed with your unique username and password so you only see the homework that is relevant to you. Please speak to the ICT Support Office or Mrs Todd if you have trouble logging on.

Mobile Phones

We allow mobile phones within Sixth Form. However, students are aware that mobile phones should not be used within lessons unless a teacher has directed them to do so. If a student does persist in using their phone without permission, it will be confiscated and handed to Mrs Todd. We also ask that students respect the rules of lower school and do not use their mobile phones whilst walking across the school site.

Dress Code

The dress code within Sixth Form allows students to have the flexibility to wear smart, casual clothing whilst remembering that they act as role models for younger pupils in the school. Their clothing also needs to reflect that we are in a place of learning. Students have been asked to remember that not all casual clothing is appropriate for Sixth Form, i.e. clothing worn to the gym or for a night out would not be appropriate. T-shirts with slogans that could be considered offensive are also inappropriate. Skirts and shorts need to be a sensible length, and mini skirts and "hot pants" are not allowed. If your son/daughter does arrive in school in clothing that we consider inappropriate, Mrs Todd will speak to them and they will have the opportunity to go home and change.

Employment

We recognise the value of a student having a part time job. The extra money, experience and the skills learned are all useful to students. Problems only exist where students are working too many hours, unsociable hours or working during lesson time in the school day. The official guidance is no more than 12 hours paid employment per week and these should be outside of the school day. Evidence shows that any increase in this results in students' attainment and attendance suffering as a result.

Forthcoming events and important dates

We will shortly be sending you a list of important dates for the coming year. However, the first date for your diary is **Tuesday 25 September** when we will hold our first Parent Information Advice & Guidance (PIAG) event of the year. The evening will start at 7pm in the Peter Thompson Hall, with complimentary tea/coffee served from 6.30pm. The focus of the evening will be "Next Steps – the UCAS application process and beyond". As well as us being present, the Y13 tutor team will also be in attendance and will be available after our presentation if you wish to touch base with them.

Communication

One of our main forms of communication with students is via email; this is the method we use to distribute opportunities throughout the year and core information. With regard to this we will, in the main, also communicate with parents via email. Therefore, if you believe that your contact details have changed or parental email address we hold needs to be updated please contact Mrs Todd with these new details.

And finally..... the Y13 Leavers Prom

We have provisionally booked Wednesday 26 June as the date of the leavers prom. More information will follow at a later date, however, we wanted to give you notice of this date so that you can avoid it when booking holidays etc.

This year will be a busy one for Y13, and we look forward to working with you to support your sons/daughters achieve the success they deserve.

Yours sincerely

Mr M Fennell
Sixth Form Learning Manager

Mrs J Todd
Sixth Form Pastoral Manager