



Hardenhuish School

A High Performing Academy

10 September 2018

Dear Parents

Welcome to Sixth Form and the start of Year 12 especially those of you who are new to Hardenhuish. We are pleased to report that already Year 12 have settled well into their new tutor groups and classes and they are already showing signs that they are ready for the challenges and opportunities that the next two years in Sixth Form will bring. It is very good to see so many of them already taking advantage of our study area to ensure that they are using their study periods constructively, and 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

All students are expected to remain in school during the normal school day (8.30am-3pm). Students have various spaces within Sixth Form for both study and relaxation; as well as our main study area, we also have a designated silent study room, computer areas and students are also able to use the Resource Centre at any time during the day. We also have the aforementioned café and two common rooms.

Tutor registration takes place from 8.30am – 8.45am, with a morning assembly every Friday. 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 the/ step up from GCSE to A level study and as they begin to start their UCAS applications.

Attendance

At Hardenhuish we believe that high levels 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 01249 650693 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 open days etc. Wherever possible, we ask for dentist and GP appointments to be made outside of lessons. 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, 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.

Independent Learning

In Sixth Form, students are expected to work much more independently than they did in lower school. They must be prepared to spend significant amounts of time studying in the evenings and at weekends. This study will be partly directed, i.e. specific tasks set as homework to be completed by a certain date. However, reading around the subject and continual revision is essential from the very beginning of the course in every subject. Good planning and time management skills are essential for success at A level.

Student Identification/Signing In/Out

All students will shortly be issued with a new student ID card which we ask them to wear at all times in order to identify them as a Sixth Form student. They also use this card to sign in/out of Sixth Form as well as using it to purchase food within the canteen, pay for trips, books etc. The same Wisepay details you used in lower school are used to upload money onto the new ID card. If your son/daughter is new to Hardenhuish, you should have been provided with a username and password for Wisepay; if you have not received these details, please contact Mrs Todd.

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 **Wednesday 19 September** when we will hold our first Parent Information Advice & Guidance (PIAG) event of the year. The evening begins at 7pm in the Peter Thompson Hall and the focus of this evening will be "An Introduction to Sixth Form". Complimentary tea/coffee will be available from 6.30pm. If you are unable to attend this event, the presentation will be available afterwards on our website.

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 as well as other core information. We encourage all students to check their emails once a day as a minimum. We also, in the main, communicate with parents via email. Therefore,

if you believe that your contact details have changed or that the parental email address we hold needs to be updated please contact Mrs Todd with these new details.

We look forward to meeting you in the coming months.

Yours sincerely

Mr M Fennell
Sixth Form Learning Manager

Mrs J Todd
Sixth Form Pastoral Manager