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September 2018

Dear Parents/Guardians

We thought that it would be helpful to make early contact in this, your son's vital final year at King's. Regrettably, this year there were no A/S examinations to confirm students' areas of strength and any weaknesses. However, those students who failed to do themselves justice in the year 12 examinations failed largely because they lacked the consistent application, organisation and discipline essential for future successes. The return to linear examinations means that students will need both to learn and understand greater volumes of content for next summer's examinations. The school will be running rigorous CATs as well as Mock Examinations in early February both to assess progress and to try and secure knowledge and understanding. As in the past any student whose results confirm a continued serious lack of progress on a course may face a change to their programme of study simply in an attempt to secure the best possible results for our students and ensure that they still have worthwhile options at the end of next year. It is critical that any student with elements of course work or other practical work completes it to the highest possible standard and in a timely fashion. Working ahead of deadlines enables your son to receive the greatest allowable support and guidance from subject specialists and I urge parents to try and monitor the time lines to enable maximum time for the revision period both for the February 'mocks' and May/June final examinations.

Your son should be proactively researching and formulating his Plan 'A', 'B' and even 'C' for next year whether that is a well-balanced UCAS application; Apprenticeship application; Application to employment and training or any combination. Having a plan provides a focus and invariably drives up motivation and performance. As ever, all supporting information is available via form tutors or on the student drive at R-drive, Sixth Form, UCAS apply. Happily, as parents you can continue to contribute very significantly towards your son's progress this year. Of course, as with us, the art is to provide him with that sense of support and guidance without denying him the sense of growing maturity and independence so necessary for his next stage. Hopefully by now your son will know that the more responsible, committed, proactive, mature and honest his approach to study, the more productive it and his relationships with teachers will be. Moreover, and perhaps most importantly he will generate a virtuous circle of self-motivation, sense of achievement and satisfaction.

As a final year student your son remains a role model for younger students and in many ways will be more influential than parents and staff in shaping their behaviours and attitudes and that is why we value positive examples so highly. Of course we hope that your son will where possible be able to contribute to the rich and diverse cultural, sporting and social life the school offers. However, as the demands of university admissions' tutors and employers become greater and the costs of a degree significantly higher, work must be the focus of his life. If his work is going well, so will your son's life be. It is essential that he routinely gives each subject his full commitment both in lessons and independent study time. The Sixth Form Study Centre on the ground floor of the Newton Block continues to provide an excellent resource. Students who have been identified as very close to, on or above their academic targets have earned the right to complete their independent study in the Sixth Form Centre where talking and collaborative work is allowed (or elsewhere after lunch). However, there are a number of students whose current performance demands that they register and work in the Study Centre during any non-contact period until they have put themselves back on track and so earned that greater freedom. Unsurprisingly, there is a strong correlation between students with high attendance who use learning spaces productively and successful final outcomes and welcome your support in this.

If your son is already a driver or is soon to be one, we ask you to reinforce our focus on safe and responsible driving habits. This includes routinely complying with the highway code and driving etiquette when parking and behaving appropriately in the already congested streets neighbouring King's. Your son knows what he should be doing and what the school expects of him but to help we once again enclose a slightly adapted copy of 'Expectations of a Sixth Form Student' which could usefully be printed off and kept as a reference. We are confident that we can depend on your support in reinforcing and meeting these expectations particularly in relation to attendance, punctuality and independent study.

Should you experience any difficulties at any time I hope that you will contact Mr Whales, assistant head of sixth, or me, so that together we can find ways of resolving them. We look forward to working together to help your son meet his personal and academic targets and making his final year at King's a happy and successful one.

Yours sincerely

N C Barton
Assistant Head
Head of Sixth

N O Whales
Assistant Head of Sixth Form
Head of PE and Games

Expectations of a Sixth Form Student 2018-20

Attendance (absence notes: Appointments; Holidays etc)	Patchy attendance is the main reason for poor performance. Your son should only take time off school if genuinely ill. In that eventuality he must produce a self-certification note (available via the 6 th Form Centre) explaining the circumstances of his absence. Medical, dental and driving appointments should, where possible, be arranged outside school time or in the lunch hour. Likewise holidays of any sort are discouraged. If absence is unavoidable your son should as a matter of courtesy speak with the staff concerned and ensure that he makes good any missed work as soon as possible.
Punctuality	To be an effective sixth form student your son is expected to be at school for registration at 8.45am and 1.30pm for a 1.35 start) and ALL timetabled lessons including Independent Study at the prescribed time. As those students who work part time know, it is a minimum expectation of <u>all</u> employers too! (In the mornings, students taught at KGGS must ensure that their Form Tutor is aware for registration purposes).
Deadlines	Deadlines, particularly for coursework MUST be met (Taking time out of school 'sick' to catch up, damages your son's prospects in his other subjects.) As a sixth form student your son will have greater responsibility for organising his independent study time and must ensure that he builds in sufficient time to manage work in ALL his subjects. As a general rule 'little and often' is more effective than the intermittent 'Blitz'!
'Homework'	A good student who works well in class should do the equivalent of <u>about</u> 7hrs homework Monday to Friday and <u>about</u> the same over the weekend.
Appearance	Thankfully the majority of students share a pride in their appearance. They are expected to wear the appropriate school uniform smartly. We particularly welcome parental support in the following areas: <ol style="list-style-type: none"> 1. Clean, well-groomed hair in accordance with the school rules (no extremes of length, style or colour) If your son is in any doubt he should confirm the situation with NCB or NOW before experimenting. 2. Blazer (NOT topcoat) to be worn in school 3. Appropriate school jumpers (NOT fleeces) to be worn in school 4. Top button done up, tie tied to cover top button and shirt tucked in. <p>In short we expect students to present themselves as they would do in a professional, 'uniformed' organisation.</p>
Employment Extra Curricular	Work experience paid or otherwise and sporting, cultural and social interests provide invaluable experience and transferable skills. However, it is essential that your son finds the right balance. If there is a conflict of interests his academic work should be given priority.
Games	All students participate in their elected activity on a Wednesday afternoon and will be registered in their respective groups. They should always bring the appropriate kit. Only the Head of PE will decide if a game is affected by bad weather. If a student is certified 'off games' he must present himself with note/certificate to the teacher in charge. Should a student wish to change his games options, he must establish if there is room in his 'new' option, before asking to leave his existing one.
Timetable	It would be most helpful if you were fully aware of your son's timetable and any subsequent amendments if he changes course. In the lower sixth ALL independent study time takes place at school. No Lower Sixth student can be legitimately working at home during the school day unless specifically instructed by the school.
Assemblies Tutor Periods Noticeboards	A responsible sixth form student will always be fully aware of what is happening within the school. Essential information is disseminated daily in tutor periods, twice a week in assemblies and on the sixth form notice board outside the main administration block. <p>Ignorance can never be used as a defence!</p>
Telephone	If ever you feel the need to discuss matters with us please contact your son's form tutor, Mr Whales, Mrs Heather Brown (6 th Form Admin Support) or myself via the School Office. You <u>should</u> be able to guarantee making contact 8.30 - 9.15am and 12.35 - 1.30pm.