



Headteacher: Niall Smith M.A. (Cantab), N.P.Q.H.
Deputy Headteacher: Brian Burns B.A(Hons), N.P.Q.H.

Essential Sixth Form Information for Parents/Carers

Attendance:

All Sixth Form students are expected to attend registration at **8.40am EVERY morning**. During registration, students will be kept up-to-date with Sixth Form events and news and will take part in a structured tutorial programme throughout the week which will cover areas /subjects such as current affairs, general knowledge, presentation skills, UCAS & apprenticeships, and parts of the PDT (Personal Development Time) curriculum.

Sixth Form **assembly is at 8.40am EVERY Monday morning** and both Year 12 and 13 students are expected to attend.

Students must attend all subject lessons during the day/week. Driving lessons should not be booked during timetabled lesson time. Mrs Taylor should be notified of any planned absence (e.g. hospital appointment, university open day, etc) in advance and students are encouraged to inform their subject teachers beforehand that they will be missing a lesson.

Sixth Form students will finish lessons at different times of the day, depending on their individual timetable. They will be asked to **sign out** using the electronic finger-print system at main reception.

Absence:

If your son/daughter is going to be off school for the day, then they must email Mrs Taylor directly at taylor@southborough.kingston.sch.uk , or call Mrs Taylor on **0208 391 4324 (extension 10)** to let her know or leave a message.

Holiday:

We strongly advise parents/carers to avoid planning family holidays within term time whenever possible. If, however, this is unavoidable, you will need to seek prior permission from our Head of Sixth Form using the existing Holiday Request Form, as per whole school policy. Students can request a copy of this form from Mrs Taylor in the Sixth Form study room.



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Please note that once Year 12 students have completed their mock exams in June, they are required to return to school as normal in order to continue their A level/BTEC lessons until the end of the summer term.

Student Timetables:

Each Sixth Former will have a timetable unique to them and this will include a number of non-contact study periods. Students are expected to use their study periods as effectively as possible for private study, course work and homework. However, as students in Sixth Form are young adults, they will be allowed to leave the school premises if necessary.

Communication between Parents/Carers and the Sixth Form:

Important messages and updates will be sent from 6th Form via text, Class Charts and / or email to parents and carers whenever possible. Please also refer to the [6th form page of the school web site for general notices](#). Please ensure that all parent/carer contact details are up to date and let Mrs Taylor know of any changes as soon as possible.

Dress Code for Sixth Form Students:

Collared shirt, polo shirt and dark trousers/skirts, dark smart jeans or light or dark chinos are permitted. Footwear may include Vans, smart trainers, Boaters and conventional shoes.

T-shirts with inappropriate images are strictly forbidden. Leggings and low cut tops are not allowed. No sportswear.

Parent Pay:

We are a cashless school and as a consequence a Parent Pay account will automatically be set up for parents / carers /students to use. You will be able to use Parent Pay to make lunch money tops ups, pay for school trips and contribute to the school fund. A photo ID card and lanyard will be provided by the school for your son/daughter but if lost or damaged, a charge of £10 will be made to replace it. This ID card will give your son/daughter electronic access to the school site during their time here.



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How you can support your son/daughter during Sixth Form:

You can support your son/daughter by:

- Showing an interest in their subject. Ask them what they are studying at the moment, offer to read their essays, or discuss topics with them from their text books or online.
- Communicate directly with your son/daughter's subject teacher. All email addresses can be found on the school website. As a general guide, staff emails are initialandsurname@southborough.kingston.sch.uk e.g. staylor@southborough.kingston.sch.uk
- Check the [Sixth Form page of the school website](#) regularly for key dates and events
- Promote the importance of punctuality and regular attendance to both registration and lessons
- Attend all [Parents' Consultations](#) and [Information Evenings](#) with your son/daughter