



Headteacher: Niall Smith M.A. (Cantab), N.P.Q.H.

Deputy Headteachers: Brian Burns B.A. (Hons), N.P.Q.H. — Craig Wicking B.Sc. (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 PSHCE curriculum.

Sixth Form **assembly is at 8.40am EVERY Wednesday** 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. Mr Sanders or 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, or by notifying Mrs Taylor in the Sixth Form study room, A1.

### **Absence**

If your son/daughter is going to be off school for the day, then they must email Mrs Taylor directly at [staylor@southborough.kingston.sch.uk](mailto:staylor@southborough.kingston.sch.uk), or call Mrs Taylor on **0208 391 4324 (extension 19)** 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 A1.

Please note that once Year 12 students have completed their AS exams, they are required to return to school during the third week of June in order to commence A2 lessons until the end of the summer term.

Continued overleaf /



**Headteacher:** Niall Smith M.A. (Cantab), N.P.Q.H.

**Deputy Headteachers:** Brian Burns B.A. (Hons), N.P.Q.H. — Craig Wicking B.Sc. (Hons), N.P.Q.H.

## Student Timetables

Each Sixth Former will have a timetable unique to them and this will include a number of 'free' periods. Students will be encouraged to use these 'free periods' as effectively as possible for private study, course work and home work. However, as students in Sixth Form are young adults, they will be allowed to leave the school premises as and when they need /wish to during the school day, for example to go and buy lunch, take a walk or go home for a short period in between lessons.

## Communication between Parents/Carers and the Sixth Form

Important messages and updates will be sent from 6<sup>th</sup> Form via text and / or email to parents and carers whenever possible. Please also refer to the [6<sup>th</sup> form page of the school web site for general notices, copies of recent letters](#). 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 smart T-Shirt, trousers, chinos or smart jeans are permitted. Footwear may include Vans, smart trainers, Boaters and conventional shoes. T-shirts with inappropriate images are strictly forbidden. Girls should not wear leggings or low cut tops.

## 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, contribute to the school fund and pay a compulsory deposit of £5 for a sixth form key fob. This key fob will give you electronic access to the school site during your time here and once your son/daughter has completed their studies here, they can return the key fob to our finance department, who will then credit their/your account.

Continued overleaf /





Headteacher: Niall Smith M.A. (Cantab), N.P.Q.H.

Deputy Headteachers: Brian Burns B.A. (Hons), N.P.Q.H. — Craig Wicking B.Sc. (Hons), N.P.Q.H.

## 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](mailto:initialandsurname@southborough.kingston.sch.uk) e.g. [dsanders@southborough.kingston.sch.uk](mailto:dsanders@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