

Aspiration
Respect
Endeavour

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Head of School: Mrs S Jenner
Executive Headteacher: Mr P Banks



Roding Valley
HIGH SCHOOL

September 2019

Dear Parent/Carer

As we settle into the new academic year at Roding Valley Sixth Form, I wanted to write to you to formally welcome you and your son/daughter to a new academic year at the school and introduce myself as the Director of Sixth Form.

2019/20 promises to be an action-packed year as we look to support students as they enter the Sixth Form. I look forward to moving the provision at Roding Valley Sixth Form forward and working with students to develop our sixth form community. This academic year will build the foundations for success at the end of year 13 and I am committed to ensuring year 12 make a positive start with their sixth form journey.

Information Evening

As ever, communication between the school and home is exceptionally important to us and with much information to share with you, I would like to extend an invite to our information evening. The evening will be an opportunity for us to share with you critical information about the upcoming year.

The Year 12 Information Evening for parents is on **Thursday 19th September from 6.30pm to 7.30pm** in the school hall. The information we will share, will be important for understanding and supporting your son/daughter time in our sixth form. In particular, I will discuss sixth form expectations, GCSE to A level transition and forward planning for beyond sixth form life.

Key Information

The team who are responsible for your son/daughters wellbeing and progress are as follows:

Assistant Head: Director of Sixth Form: Ms A Wheaton
Sixth Form Support: Mrs Collins (formerly Miss Bingham)
Sixth Form Admin Support: Miss N Sellears
Head of Careers: Mrs D Mason
Form Tutors
12Q Mr B Warry
12R Mr M Dennis
12S Mrs T Grimshaw
12T Ms E Gregori

For planned absence, students must complete a leave of absence form in good time prior to their time off. These can be obtained from the sixth form office. For unplanned absence please ring the absence line to ensure all sixth form absences are authorised.



Form tutors play a vital role in supporting students through their sixth form experience. If you have any questions or concerns about your son/daughter's wellbeing or progress don't hesitate to contact them. For more serious concerns please contact me as Director of Sixth Form.

If you have any questions regarding one single subject area please contact your son/daughter's subject teachers in the first instance or Head of Faculty thereafter. Again, for concerns across multiple subjects, don't hesitate to contact me.

Sixth Form Expectations

As role models to younger students and at an age when they are thinking about their next steps into the workplace, we have high expectations of our sixth form students. I particularly want to share the following expectations which have been shared with students about uniform, punctuality and attendance:

- Uniform expectations are enclosed. Please make sure that you son/daughter is adhering to our guidelines. In particular, female students should be wearing a jacket and skirts should be knee length.
- All students are expected in school for period 1 (registration) at 8.40. If they are late, they will be scheduled for a 20 minute detention on the day.
- Students are in full time study and are expected on school site from 8.40 until 3.05.
- In due course, I will be contacting you about students gaining the privilege to leave at lunchtime on two days per week.

Lambourne End trip – Tuesday 17th September 2019

Just a reminder that all students will be attending this trip. Payment should now have been made via parentpay and a consent form via Evolve.

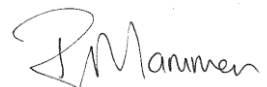
Thank you for supporting students with finding their own way to the venue. If your son/daughter does need transportation they will need to let us know in advance and we will organise mini buses from school.

We look forward to meeting you on the 19th September.

Yours faithfully



Ms A Wheaton
**Assistant Headteacher:
Director of Sixth Form**



Mr R Mammen
Deputy Headteacher