

Aspiration
Respect
Endeavour

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Headteacher: Mrs S Jenner
Chief Executive Officer: Mr P Banks



Roding Valley
HIGH SCHOOL

10th September 2021

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 Roding Valley Sixth Form and introduce myself as the Director of Sixth Form. 2021-22 promises to be an exciting year for the sixth form and I look forward to moving the provision at Roding Valley Sixth Form forward and working with students to develop our sixth form community.

Key Information

The team who are responsible for your son/daughter's wellbeing and progress are as follows:

- Assistant Headteacher: Director of Sixth Form: Ms A Wheaton
- Assistant Director of Sixth Form: Mr B Warry
- Sixth Form Admin Support: Miss N Sellears
- Head of Careers: Mrs D Mason
- Form Tutors: 12Q – Mr Hussain, 12R – Miss Dickinson, 12S – Mrs Delbourgo, 12T – Ms Gregori, 12U – Mr Cocker and 12V – Mr Liddle

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 do not hesitate to contact them. For more serious academic concerns please contact me as Director of Sixth Form. For wellbeing and pastoral support, beyond that of a form tutor, please contact Mr Warry as Assistant 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, do not 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. 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. Please make sure footwear is appropriate also.

Timetabling and leaving school site

All sixth formers are expected on school site for the majority of the day. They are allowed to leave school site for lunchtime between 1.20 and 1.55. If they do not have a lesson during period 6 they are not required to return to site and can work from home. Students must ensure they are signing in and out as this is a health and safety requirement.



From next week, if your son/daughter has 4 or more sessions of supervised study in a day we may authorise them to work from home for some of it. This is at our discretion and will be revoked if we have concerns about their progress or work ethic so that we can support them with getting back on track. If this poses any concerns, please don't hesitate to get in contact with us.

Enrichment

Over the coming weeks there will be lots of exciting opportunities shared with your son / daughter which could enrich their sixth form experience should they choose to sign up to them. This includes formal qualifications such as the EPQ and Core Maths, but also Duke of Edinburgh, Debate Club, School Magazine, Sports Teams and much more. We will also be looking to appoint year 12 Deputy House Captains to support our recently appointed year 13 house captains. Please do encourage your son / daughter to get involved in these wider aspects of sixth form life.

Part Time Work

Many students opt to get a part time job whilst they are studying at sixth form. We fully support this decision and understand why it is so important to students. We would caution against a student working more than 8 hours a week however as we often see that this impacts their studies negatively.

Finally, we hope your son/daughter has settled in well and are enjoying their sixth form studies. If at any stage, you have any concerns or queries do not hesitate to contact any of the staff stated or myself and we will do our very best to help.

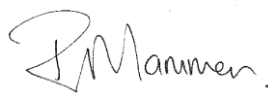
Yours faithfully



Ms A Wheaton

Assistant Headteacher:

Director of Sixth Form



Mr R Mammen

Senior Deputy Headteacher