

February 2019

Dear Parent/Guardian

This letter should reach you with your student's final school report. The report contains the latest information from each subject teacher regarding current performance, projected grades and specific targets to address in the final stages of their courses.

If you have any comments regarding the assessment and reporting system, please write these on the enclosed reply sheet as we are keen to improve the learning process. Please sign and return the reply sheet as soon as possible.

You should also receive a report of Student Attendance Statistics for the period from 17 November 2018 to 8 February 2019. This details the total number of lessons recorded in this period and the number attended, and shows whether or not absences have been officially reported or authorised. In our experience there is a strong correlation between attendance and performance and we hope you will encourage your student to attend all timetabled sessions until the end of the course. Medical appointments should not be arranged during scheduled lessons if at all possible.

The summer examination timetable has now been finalised. As there are a significant number of exams during the week beginning Monday 20 May we have brought forward the Year 13 Leavers' Service and Assembly from Thursday 23 to Thursday 16 May. Timetabled lessons will continue from Friday 17 to Friday 24 May so that students can access as much support as possible from their teachers.

Please note that, as we explained in previous correspondence, we are not able to offer students who are disappointed with their results the opportunity to return to classes to repeat courses in order to improve performance. Where there are significant pastoral reasons for the underachievement (for example a serious on-going medical condition) cases will be considered individually. We are determined that this will not affect the overall ethos of the Associated Sixth Form, which has a proven record of supporting students of all abilities in pursuit of their potential.

May we take this opportunity to remind parents of the requirement of the Associated Sixth Form that students continue to wear smart, business-like dress throughout the year, **including the examination period and study leave**. Senior Tutors reserve the right to send students home if they are inappropriately dressed, for example wearing trainers, shorts, jeans, tee-shirts or vests. Students' lanyards should also be worn visibly at all times and are required for identification in all public examinations: students who have lost their lanyard and Sixth Form ID card must therefore order a replacement as a matter of urgency. The lanyards also help us to control the security of the school sites and to ensure that students provide a suitable role model for younger students and within the local community.

We look forward to working with you and your student towards the best possible results at the end of their courses.

Yours sincerely



C I Kidman
Head of Sixth, St Aidan's



Mrs A Joy
Head of Sixth, St John Fisher

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