



27th September, 2011

Dear Parents/Carers,

I hope that you are finding that your son has settled properly into the patterns of 6th form study. Please find below a summary of the points covered in the Y12 Parents Information evening held at the beginning of this month. I hope you will find the information useful for reference.

1). Monitoring progress and reports

You should receive monitoring grades on your son's effort and progress approximately every half term. This consists simply of an effort grade (1-5) and a projected performance grade (A-E, plus U) for each of the AS subjects he has chosen. We ask you and your son to reflect on the grades and contact us if they highlight any problems. Your son also carries out a **half term review** of his own progress and achievements, which are kept in his file. We look through these to see if there are any areas where we need to take action. These are also used later on to assist your son in formulating his personal statement for his UCAS application. Please inform the school if you do not receive a half-term report of some sort.

In addition to the half term grades, you will receive a **full report** on your son's progress in March.

2). Punctuality and attendance

Most students have very good records in these areas, but we are determined to help those who have poor records of punctuality and attendance to improve. Your son must be in registration each day by 8.45. In the event of his not being present the school will attempt to contact you to confirm the reasons for absence. If you know that your son is going to be absent, please telephone the school. A message can be left on the answer phone if necessary. Your son still needs a note upon his return.

3). Signing out

If the half term grades indicate that your son is making good progress and that he has established positive study habits, he will be given the privilege of signing out from school after afternoon registration if he has no timetabled lessons. Of course, this is subject to written approval from you.

4). Private study

In addition to the work done in school, students should expect to do some 15 hours per week of their own study. If your son does not appear to be doing this, please contact his tutor. Please note that, at this level **it is not sufficient simply to do the work set**. Advanced level study requires real commitment and your son must be prepared to read additional books and magazines relevant to his subjects. There are also abundant study resources on the Internet and many excellent documentary series on TV.

5). Games

Remain compulsory for Y12 students. A healthy mind in a healthy body is the aim! Sport is an effective stress busting activity, so please encourage your son to maintain his sporting interests.

6). Appearance

The new Y12 intake looked absolutely splendid on their first day. I hope that they will continue to "look the part." Please note however that body piercing of any kind is not permitted for health and safety reasons. Facial hair is allowed as long as it is smart. No extreme haircuts or dyed hair, please!





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7). Family Holidays

You are reminded that any holidays taken in term time must be authorised well in advance by Mr. Duggan.

8). Driving Lessons

Please do not arrange driving lessons for your son during school time. **Driving Tests**, however are allowed to take place during school hours.

9). Private study lessons

Y12 students should initially spend their private study lessons in the Library/Study Centre, the quiet study area outside my office. Good grades in the interim reports will bring greater freedoms in this area.

10). Lunch time

Students in Y12 and Y13 do not need to be on the school premises at lunch time unless they are on Prefect duty. They do need to sign in and out of school in order to comply with health and safety regulations.

11). Common pitfalls!

- Social networking sites should only be accessed after study for AS-level has been fully completed each evening.
- Part-time employment can be useful as well as providing extra income for students. However, the key focus needs to be study and part-time employment must not impede progress.
- It is important to ensure that your son's expanding social life does not impact adversely on his studies. Beware the 18th birthday party syndrome!

12). Contacting the school

In the event of any problems or questions, your initial point of contact should be with your son's form tutor. Mr. P. Ravenscroft is the Head of Y12. Any member of staff may be contacted through the College email system. Their email address is always first initial plus surname@st-anselms.com (all lower case). E.g. mhollifield@st-anselms.com and pravenscroft@st-anselms.com

Yours sincerely,

M. D. Hollifield

M.D.Hollifield (Assistant Headteacher/Head of 6th Form)



HIGH PERFORMING SPECIALIST SCHOOL

Headmaster: RS Duggan MA (Oxon), MA (London), LLE