



11<sup>th</sup> May 2017

Dear Parent/Carer,

**Re: Important information for Year 12 into Year 13 Induction –Monday 12<sup>th</sup> June 2017 and other key dates**

I am writing to you with the details for the Year 12 into Year 13 Induction programme, which will take place on Monday 12<sup>th</sup> June 2017

The day will begin at 8.40am promptly in the 6th Form study area. We understand that some students have an exam on this day, and they will join the day once this has finished.

The theme for the day will be **'Life and Work Ready'** and students will receive information and attend workshops about all the opportunities available to them for life after 6<sup>th</sup> Form. Some of the information shared to parents and carers at the recent 'What next' parent evening will be shared also. In addition we will also have our Careers Advisor, Mrs Mckay available, should this support be required. Students will be required to wear their normal smart business dress and should have adequate notepaper and writing materials with them.

**Summer holidays:**

A reminder that Exam results day is on **Thursday 17<sup>th</sup> August 2017**. Students will be able to collect results from 9am until 11am in the Hub. If your child is unable to collect their results in person they must provide Mrs Natalie Dance, our Exams Officer, with a stamped addressed envelope or a letter that states they provide permission for somebody else to collect their results on their behalf. This person must bring relevant identification with them on the day.

Interviews to discuss your child's results and secure your child's place into year 13 will take place on **either Thursday 17<sup>th</sup> August or 18<sup>th</sup> August 2017**. Please remember staff will not be available or on site to discuss 6th Form places at any other times. Your child will be given their confirmed individual interview meeting time prior to the end of term.

**September 2017:**

On **Tuesday 5<sup>th</sup> September** there will be the Induction day for all 6<sup>th</sup> Formers. Students should report to the 6<sup>th</sup> Form area for a prompt 8.40 am start in the correct 6<sup>th</sup> Form dress. Please note the 6<sup>th</sup> form dress code for September 2017 . Unfortunately any students who are not in correct dress will be sent home to address this. The day will finish at 3.15pm.

**SIXTH FORM DRESS CODE**

**Students should wear:**

- Smart trousers: trousers which are tailored and formal in appearance.
  - Formal shoes: any shoe smart in appearance which is not a trainer.
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- Knee length tailored skirt
- Smart top for girls: Blouse or similar.
- Smart top for boys: Button-down shirt, with tie
- All students will wear a blazer or suit jacket.

**Students should not wear:**

- Polo-shirts, T-shirts, sleeveless tops or slogan/logo shirts are not acceptable.
- Jeans, jeggings, leggings, tracksuits bottoms, shorts, and lire or mini-skirts are not acceptable. There should be no cuts or slits in the trousers.
- Flip-flops, sandals, canvas shoes (e.g. Vans or similar style) are not acceptable.
- Bare midriff and bare shoulders are not acceptable.

**Other**

- Jewellery and make up should be modest in appearance.
- Nose studs, tongue piercings, and multiple ear piercings are not permitted
- Hair must be natural coloured with no extremes of styles.

We wish your child all the very best of luck with the remainder of their exams, and if you wish to discuss anything related to our 6<sup>th</sup> Form further, please do not hesitate to me at the school.

Yours sincerely,



Ms Lisa Kiely  
Achievement Leader KS5

Please ensure this is returned to the main school reception or by post for the attention of: **Mrs Carole Luurtsema (Key stage 5 Learning Mentor)** Alternatively please feel free to reply by email, or **c.luurtsema@coxgreen.com** including the relevant questions below:

**Reply slip for Year 12 into Year 13 Induction – Monday 12<sup>th</sup> June and Year 13 interviews (17/18<sup>th</sup> August)**

**Student Name:** \_\_\_\_\_

**Contact details (phone and email):** \_\_\_\_\_

1. I would prefer the interview, to secure my child’s place into Year 13 to be on:

**Thursday 17<sup>th</sup> August 2017**

Or

**Friday 18<sup>th</sup> August 2017**

Confirmation of your time/date will then be sent to you. Please note we encourage parents/carers to attend the Year 13 admission interview.

