



17 July, 2018

Dear Parent/Guardian of Year 12 students,

The A Level Mock exams have now been completed and all students in Year 12 have started the process of creating a draft personal statement in readiness for the completion of career pathways in September. We are looking forward to supporting the students as they prepare for the adventure of life after Cox Green School. As we prepare to start Year 13 with our current cohort, I want to take this opportunity to share some key information that we feel will be beneficial to enable you to support your child during this important year.

Mock exams and their significance

In the next reporting cycle, information about the students' progress will be available on Insight. This will include Mock results and academic predictions. This data, alongside teachers' internal assessments, will be used to provide predictions for students UCAS and future pathway applications. We know students have worked hard revising and we hope they have done well in these exams.

Career pathway and guidance

We are extremely fortunate to have our own dedicated career advisor who is available on site and would like your help in encouraging your son/daughter to use this resource if they have any career based questions or uncertainties. Mrs McKay is able to provide the most up to date information on future pathway choices and is happy to meet with students to provide support. Liaising with Mrs McKay is especially important for anyone who is not planning on the traditional university route after sixth form. Should you wish to contact her at all about any questions you have about career pathways for both university or apprenticeship routes, please send feel free to email her: s.mckay@coxgreen.com

Setting the standard: Code of conduct

At Cox Green School we want to ensure that all students are study ready, work ready, life ready. Everything we do is aimed at making students successful academically, whilst enabling them to develop the qualities and attributes desired in the world of work. With this in mind we ask all our students to play an active role as ambassadors and role models within the school. Part of this involves students presenting themselves well around school, and the dress code is an integral part of this. I would like to thank you all for your support in ensuring that your son/daughter presents themselves in an exemplary fashion. As part of our induction programme all students will sign the code of conduct for Year 13 study and we thank you in advance for supporting us in ensuring every student attends school diligently and are true role models for our younger community members.

Writing personal statements and applying for university

All students have participated in a Career focused programme as part of Year 13 induction. They have written a personal statement and started the process of completing the UCAS application form, which allows them to apply to five different universities/courses. They have been provided with a support booklet and advice and guidance on how to find the university that best suits them.

We know that some students will be applying for university as a back-up and have provided them with links and advice and guidance on apprenticeship, gap years and employment routes. This is an area of focus throughout Year 13 and more advice and guidance will be provided as the year develops. We would like to encourage you to discuss this process with your son/daughter and to engage in the programme of support we provide.

Over the next few weeks the sixth form team will be allocating students to subject teachers and departments who will take on responsibility for writing a bespoke reference. It is our hope that students start applying for university immediately in September. This will be done on a first ready, first sent basis so please touch base with your son/daughter regularly about how the process is going. Students planning to apply for Oxford, Cambridge, medicine, dentistry, or veterinary based courses must submit their application form off by 15th October 2018. However, we have set an internal deadline of Friday 19th October for sending off all application forms so that the process does not hinder learning in Year 13. However, we understand that students may need to work on their own timeline and will be communicating regularly with them. The final official deadline for all UCAS applications is 15th January 2019 but we do not recommend that students submit their application at this late date.

We have been really impressed with the amount of students attending summer school opportunities this year and have also noticed that many students have started to attend open days which is excellent. We understand that some of these occur on weekdays and we are happy to authorise these absences. In order to ensure the absence is authorised, students need to forward their open day email invite to Carole who will make a log for future reference. Her email address is c.luurtsema@coxgreen.com.

The future pathway process is a partnership between our students, parents, the sixth form team, and the department most linked to their future pathway. I would like to take this opportunity to thank you in advance for your support with this process, especially in encouraging students to make this a focus over the first term of Year 13. It is vitally important that students have high aspirations but also are realistic in this endeavour. Students must expect to wait for replies and they may receive rejections from universities. Should you have any concerns about their wellbeing during this process, please contact us so we can ensure that we provide the best support possible.

Work placement

Thank you for supporting your son/daughter in finding a work placement in the final week of term. The experience of observing the work place in action is invaluable and we know that every student will benefit from the process. We have been really impressed with the variety of placements found and the initiative that students have taken in sourcing a placement. It is a requirement that every student completes work experience so we will be contacting the students who have yet to secure an opportunity. At this stage we will be working out how best to facilitate this without hindering future learning.

Dates for your diary

Any student who studied BTEC Sport, Maths or have completed the EPQ this academic year is invited to attend school to receive the results of their external exams from **9am on Thursday 16th August 2018**. If you have any questions, please do not hesitate to contact us.

Students will be returning to school as Year 13 students on **Thursday 6th September**. Please remind your son/daughter that they go straight to the **Theatre for 9am**. Please encourage your son/daughter to arrive on time and in the correct uniform. On this day students will be participating in the final Year 13 induction programme, receiving timetables and attending lessons. Students who are part of the consortium will commence lessons the week commencing Monday 10th September.

On **Tuesday 18th September** the school will have its annual Open Evening for prospective Year 7 students and all students in Sixth Form are required to attend as part of the sixth form ambassadors role for the school. Attendance was outstanding last year and we know that many of the students will be supporting departments or helping lead tours around the school. Our students are amazing and I am looking forward to watching them shine at this event.

The first parents evening for Year 13 will be on **Thursday 8th November**. I would encourage you all to attend so that departments can give purposeful feedback, guidance and advice on your son/daughters progress. It also provides an opportunity for you to meet myself, Carole Luurtsema or Ms McKay face to face for any issues or concerns you have. A final parents evening will occur on **Thursday 25th March**.

Next academic year the Prom will take place on **Friday 5th July 2019**. I know this happens at the end of Year 13, but I want to make you aware of the date to avoid clashes with any early summer holidays. It is a very special event providing the opportunity for one final celebration at the end of the academic year for students and the staff that have taught them.

Our time in numbers

I regularly share with the students' data about how long they have remaining at school and wish to do the same with you. Students have spent, since the age of 5, around 456 weeks in school. When they start back in September they will be completing their final 32 weeks. For each subject they have approximately 120 hours of learning. Attendance correlates heavily with progress and I wish to thank you in advance for supporting the school in ensuring that students attend every lesson; getting the most out of their time with the teachers and recognising that the processes they have put in place are there to fully support them.

Every year we reflect on the processes we have in place. We do this as a staff body and with the students in various ways. We use this data to adapt our programme to ensure that students are receiving the support needed to be successful academically and in life. We would like to do the same with you. Please take the time to respond to the survey that can be found by clicking on the following link. We really do value the feedback and will respond promptly with a response and take on any suggestions provided. Thank you in advance;
<https://www.surveymonkey.co.uk/r/PJSVZJM>.

Have a lovely summer and I hope to see you all on Thursday 8th November. If you wish to contact me before then please do not hesitate to contact me: l.kiely@coxgreen.com.

Kind Regards,



Lisa Kiely