

**Head**

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others***Ms Hackett, Head of Sixth Form**

19 July 2019

Dear Year 12, Parents/Carers

**Key Information for Results Day**

We look forward to seeing you in school on 22 August from 9:30am. We will be ready to support you as you make decisions about your future. Our Careers Adviser, Mr Jason Davis ([JDA@cheney.oxon.sch.uk](mailto:JDA@cheney.oxon.sch.uk)), will also be there to help you with your next steps.

**For those students who have applied for Cheney Sixth Form**

I was delighted to welcome you into Sixth Form on Freshers' Day and I am really looking forward to you joining us in September. I hope that you left starting to feel excited about being a part of our wonderful school and Sixth Form.

This letter contains a lot of important information but I hope that, after reading the following key points, you will feel even more confident about the next few weeks and your first day in September.

**1. Confirming your Sixth Form Place and Courses**

We look forward to seeing you in school on 22 August from 9:30am. Once you have collected your results, you must confirm whether you will be taking up your place and which courses you will study. We hope most students will do this immediately with a member of the team but you may wish to discuss your options in more detail so appointments will be available to do this on Thursday 22 August or Friday 23 August. If it is impossible for you to come into school you must email [sixthform@cheney.oxon.sch.uk](mailto:sixthform@cheney.oxon.sch.uk). We will not be able to keep unconfirmed places open after 12:00 on Friday 23 August.

**2. September Start: 8.30am Monday 2 September and timetable collection**

Year 12 will start on **Monday 2 September at 10am**. On that day you will be expected to enter through the usual gate and come to the Sixth Form area. We will spend the day with Bright Futures in the Assembly Hall. Timetables will be available at the end of the day. Tuesday 3 September will start at 8:30am with extended tutor time in the morning followed by timetabled lessons.

**3. Welcome to Sixth Form Evening: Thursday 12 September**

The team will be holding a 'Welcome and Information Evening' for Year 12 students and parents from **6pm-7pm on Thursday 12 September** in the Sixth Form area.

**4. Summer Bridging Work: due Friday 13 September**

Summer Bridging Work is available on our website. All work must be handed in to and signed off by your subject teachers by **12:35pm on Friday 13 September**. This includes students who have chosen to change course.

**5. Course Changes: until the end of September**

You are committing to study a course for two years. We understand that it is important that you enjoy your courses, so if you would like to change courses, you must complete a course change form (available from the Sixth Form office). Students must meet the entry requirements for their new course and we cannot make changes where classes are full. Students must also commit to catching up missed work by a date agreed with their new teacher(s). **Changes to courses may be possible, through interviews, until the end of September**; beyond this students will have missed too much essential work.





## 6. Tutor Time and Assemblies

In September, you will join a new tutor group, with other Year 12 students. For the first three weeks, you must attend tutor time **every day** from 8:30 to 8:55am. You will also have hour long, extended curriculum lessons with your tutor each week. You will also be timetabled for one extended Speakers' Assembly a fortnight and two Monday morning assemblies each half term.

## 7. Attendance and Absence

It is vital that a **parent or guardian** emails us on sixthform@cheney.oxon.sch.uk or phones on 01865 755306 on the first day of a student absence. This will ensure that both registers and students' attendance records for references, attendance awards and the bursary are accurate. **All planned absences** must be authorised in advance using the Absence Request Form or University Open Day Permission slip, available from the Sixth Form office or on the website.

## 8. Summer Shopping List

Sixth Form students must bring the following to school on 2 September:

**A4 lever-arch file**

**A4 lined paper**

**A4 file dividers**

**A pencil case with pens, pencils, calculator, ruler etc.**

**A mini stapler**

**A mini hole punch**

**A homework planner/diary.**

**Free apps for smartphones also work very well.**

## 9. Dress Code

Please read the [detail](#) on the school website as you prepare for the start of term. Sixth Form students are not required to wear uniform but are expected to wear dress **appropriate for school**, keeping in mind that we are a diverse 11-18 school. In practice, this means that t-shirts, jeans and trainers are acceptable as long as these are reasonably smart. Hoodies, sportswear and beachwear are not acceptable. You may not wear large or dangling earrings or nose rings, hats and do-rags. Colourful, patterned 'beach' shorts, short skirts and shorts, and sleeveless, cropped or strap tops are not permitted.

## 10. The Sixth Form Team for 2019

Ms Kate Hackett (Head of Sixth Form)

Dr Elizabeth Rayment (Deputy Head of Sixth Form)

Ms Sarah Warbrick (Sixth Form Pastoral Leader)

Jason Davis (Careers Advisor)

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We are looking forward to working with you as you progress through this next exciting chapter in your life. We hope that, by setting out our basic expectations clearly, you will be well prepared to meet these so that we can focus on supporting students to achieve their full potential and on making life in the sixth form really enjoyable.

Yours faithfully,

Kate Hackett (Ms)  
(Head of Sixth Form)