

**Head**

Rupert Moreton, BA, MA, M.Ed

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

12 September 2019

Dear Parents/Carers

**Sixth Form Update – Year 12**

Our new Year 12s have made a great start to Sixth Form, and it's been lovely seeing them settling into new routines and classes. We will be giving them all a 'Welcome to Cheney Sixth Form' booklet which will detail our expectations (this will also be available on the website), but I also wanted to highlight a few extra points.

**Course changes**

**Changes to courses may be possible, through interviews, until the end of September.** If your son/daughter wants to change their subjects, they need to come and pick up a form from the Sixth Form Office. This form needs to be signed by specific members of staff, and also a parent/carer.

**Attendance**

We expect our students to be on time to all timetabled lessons, and if they are not going to be able to attend, we expect them and their parents/carers to communicate effectively with the Sixth Form team and their teachers. **This is the information we share with our students:**

Phone: 01865 755306 Email: [sixthform@cheney.oxon.sch.uk](mailto:sixthform@cheney.oxon.sch.uk)

- **Illness/emergency medical appointments** – to be reported before 8.30am by phone or email (as above), copying in the teachers whose lessons you will miss – you can find these email addresses [here](#) and on the school website. If your parent/guardian is unable to phone in please provide a note on your return.
- **Planned medical appointments** – Inform the Sixth Form office and your teacher/s at least one day before your appointment.
- **Illness during the school day** – Report to the Sixth Form office before you leave.
- **Planned absence** (eg open days, summer schools) complete a form which can be picked up from the Sixth Form office. You will need to have this authorised by your teachers and the Sixth Form team *before* the planned absence.

*In all cases, make sure you contact your teachers at the earliest opportunity to collect any work you need to catch up on.*

**100% attendance or authorised absence is expected.** If the school does not know why you are not in your lesson, you will be set an after school detention.

*Please note* – you will get a detention for lack of communication if you do not phone or email before the start of the day, even if you are ill and phone in later. If you miss a mandatory course activity (eg. science assessed practical) and you did not notify your teachers in advance, an alternative opportunity might not be provided and you may fail any related assessment.

We will review attendance weekly, and students with unexplained absences will be put on attendance report.

**95% punctuality is expected.** 3 or more lates to lessons in a 5 day period (Thurs–Weds) will result in a punctuality detention after school on a Friday.





We will review attendance every short term, and any student not achieving these targets may be:

- sent a letter home with their attendance statistics.
- invited, along with their parents/carers, to a meeting
- put on attendance contract
- given Supervised Study sessions.

**ID/Lanyards**

Students should wear their ID at all times. If a student has forgotten it they should come in to school via reception. Repeat offenders will be issued a detention. If they have lost their ID, they should come to the Sixth Form Office and we will request a new item to be added to ParentPay. New ID cards & lanyards are £11.50.

**Dress code**

Students have started the year really well and we are in general very happy with how they are coming to school. We are keen, however, that clothing should not have large logos or writing. Plain or simple patterns are great; logos/writing/images that can be covered by hand are all fine. The full dress code can be found [here](#).

**Key dates 2019 to 2020**

Date	Event
Thursday 12 September	Sixth Form welcome evening – for parents
Friday 13 September	ALL Summer Bridging Work due with subject teachers
11 October	Report
23 October	<i>Term 1 Ends</i>
4 November	<i>Term 2 Starts</i>
13 November	Year 12 Information Evening
29 November	<i>Year Thirteen Extended Project Presentation Evening</i>
19 December	<i>Back to Cheney Event. Term 2 Ends</i>
7 January	<i>Term 3 Starts</i>
7 Jan – 10 Jan	Year 12 Mock Exams: off timetable
7 February	Report
14 February	<i>Term 3 Ends</i>
24 February	<i>Term 4 Starts</i>
3 March	Careers Convention evening
4 March	Sixth Form Conference – daytime
11 March	UCAS information evening
12 March	Trip to Brunel University for UCAS Convention
25 March	Festival of the Future
3 April	<i>Term 4 Ends</i>
20 April	<i>Term 5 Starts</i>
22 May	<i>Term 5 Ends</i>
1 June	<i>Term 6 Starts</i>
1 June – 5 June	Year 12 UCAS Predictor Exams

# Cheney School

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8 June – 12 June	Year 12 Work Experience
19 June	Report
25 June	Year 12 Parents' Evening from 5pm to 7pm
17 July	<i>End of School Year</i>

## Who can help?

We want all our Sixth Formers to feel happy at Sixth Form, and their mental health and well being is of prime importance. If your son/daughter needs support, advice or help please encourage them to come to the Sixth Form Office to see Ms Hackett, Ms Warbrick or to talk to their tutor. This is a full list of staff who are available to help and where to find them:

### Your Super Tutor

Ms Hackett, Dr Rayment, Ms Warbrick, Ms Loring  
Mentors – Miss Jackson, Dr Casson  
Maxi, School Dog  
Caroline Smith, School Nurse  
Sam Johnson, School Counsellor  
Charlotte Broom, our SLT link  
Jason Davies, Careers Advisor

Sixth Form Office  
Music/Science blocks  
Music  
1st floor, J block  
By the attendance office  
Ground floor of Lane building  
Ground floor, J block

Please don't hesitate to get in touch with us at any point. Maxi may take a while to get back to you - her paws are struggling a bit with her keyboard.

Yours sincerely

Kate Hackett  
**Head of Sixth Form**

