

July 2019

Dear Parent/Guardian of current Yr 12 student,

I am writing to introduce myself as the new Vice Principal and Director of Sixth Form at Beal Sixth Form across both sites and to let you know about some significant changes happening from September onwards that will affect the current year 12s going into year 13, as well as a reminder of some key expectations.

### **Sixth Form Leadership update**

I would like to thank Ms McQuaid, Mr Smith, Ms Hooker and Mr Rigby for all of their work this year in supporting the current yr 12 cohort. Mr O'Connell is taking over as Head of Year with Ms Pryce as Deputy Head of Year for 2019-20. We will be now working closely together with the sixth form tutor team and subject staff to ensure that your child has every chance of success in their final examinations as they approach these final two terms of their schooling – the 'home straight' and the last 10% of their time at secondary school.

### **New Professional Dress for Success**

From September 2019 we will be launching our new Sixth Form Dress Code at Beal Sixth Form: 'Professional Dress for Success'. Our sixth formers are role models to the younger students and school ambassadors to the wider community and each should contribute to a culture of self-respect, high aspirations and academic excellence. Clothing should be smart, safe and suitable for school as well as affordable and practical. In the interests of equality we are pursuing a gender neutral code. As part of the consultation process we have met with staff, students and parents to listen to their views and we have a new code that will bring us together and raise standards for all.

#### **Students must wear:**

- ID badges and lanyards worn around the neck and visible at all times
- Collared shirt or blouse or polo shirt
- tailored trousers or skirt or dress
- shoes, ankle boots, black trainers or low/flat heels
- *plain formal jumper or cardigan optional*
- *jacket/blazer/suit/tie optional*

#### **Under no circumstances should any student be wearing:**

- 'Hoodies'
- Jeans or leggings
- Boots (apart from ankle boots), high heels or sandals
- T-shirts or shorts or short skirts
- Hats
- Sportswear
- Logos

Please also be aware that:

- Extreme hairstyles are not allowed and hair must not be dyed unnatural colours.

- Discreet jewellery may be worn. A small ear stud may be worn, but no other facial piercing is allowed. Tattoos must not be visible.
- Chewing gum is not permitted
- Students' faces must not be obscured
- Shoulders/low neck line/back should not be exposed

Students that arrive for school in September failing to comply with our new dress code will have inappropriate items confiscated or if not suitable will be sent home to change. If students are missing lanyards they will need to borrow one from the Sixth Form Reception or Study Centre, in exchange for a deposit (oyster card/keys). Persistent refusers will lose their free time outside lessons and could face more serious sanctions. We would really appreciate your support in ensuring all of our young people are dressed suitably for school and ready to learn. This dress code will uphold standards and make the sixth form a safer, more professional and more aspirational place to work.

### **The School Day**

The timings of the school day will be changing to the following from September:

Session Time	Time
Registration/Assembly	08.30 – 08.55
P1	09.00 – 10.00
P2	10.05 – 11.05
Break	11.05 – 11.25
P3	11.25 – 12.25
P4	12.30 – 13.30
Lunch	13.30 – 14.10
P5	14.10 – 15.10

### **Attendance and punctuality**

We expect every student to arrive to school on time and ready to learn. Tutor time is essential and is where we share information, deliver the personal development programme (including PSHE, SRE and careers education) and support your child pastorally. If your child is running late they must sign in with Ms Colliss/Ms Saund in the Study Centre before going to class. Paperwork for known absences must be completed in advance and for unexpected absence you must authorise by emailing [sixthformabsences@bealhighschool.co.uk](mailto:sixthformabsences@bealhighschool.co.uk) or calling 020 8551 4954 ext 423. We expect a minimum of 95% attendance and punctuality in order for your child to be successful.

### **The new study areas**

At sixth form it is vital that our young people complete at least ten hours of independent academic work per week per subject. We have therefore invested in the new Study Centre (with study booths and a silent zone), which will be open until 6pm every day from September. We are also refurbishing SF7 and SF8 over the summer. Please encourage your child to use these and other areas around the school to complete independent study, so crucial if they are to achieve the highest of grades. Other places suitable for independent study are the lower site Study Centre, SF7+8, SF10 and available classrooms. We need all students getting into the right study habits to ensure they succeed in their academic aims in 2020.

## **Private Study Periods**

From September, all students must sign in for private study with Ms Colliss/Ms Saund in the Study Centre and must stay on site for the whole hour. They can choose to work anywhere in school, as long as they stay on site and use their time productively. If we have concerns about a student we may insist on their remaining in the Study Centre to study.

## **Behaviour around the school**

At all times sixth formers are visible ambassadors of the sixth form. We expect the highest standards of conduct, and will not tolerate loitering, or any anti-social or disruptive behaviour, including playing sport near areas of learning. They must remember that they are role models to the younger students and that everyone has a right to learn free from distraction or intimidation. Students who ignore this responsibility will face serious sanctions.

## **HSP and MSP**

We believe sixth formers need structure to thrive, and will be given opportunities to earn autonomy. All students receive Home Study Privilege (HSP) from the start of term, which entitles them to sign out and leave school from period 4 onwards if they are free and do not have any private study periods. This privilege can be revoked at any time. Morning Study Privilege (MSP) is awarded in January only to students who reach 95%+ attendance and punctuality by Christmas and allows them to come in to school for their first lesson, as long as it is not a Monday or an assembly day. Again, this can be revoked if we have concerns about the individual student and their progress.

## **Signing in and out**

It is vital for safeguarding reasons that we know at all times who is on site in Beal Sixth Form. From September 2019, all students leaving the school during the school day must sign out and then back in (if returning) in the Study Centre or Sixth Form Reception. This will enable us to track attendance and in the case of emergency we will know who is and isn't on site at any given time.

## **The 15 week challenge!**

Year 13 students have 15 weeks before their next data capture and UCAS deadline for their personal statement and references. This means that they have 15 weeks to do everything they can to demonstrate their progress to all of their teachers in each of their subjects. As well as resting over the summer and taking part in activities to enrich their personal statement (such as volunteering, visits and reading), we want to encourage all students to complete independent academic study. Students should be compiling revision notes, purchasing text books, completing extra reading, undertaking practice assessments and scrutinising exam reports/mark schemes to ensure that they are in a position to secure the highest predicted grades possible, which will increase their destination options for 2020. They will be given opportunities in class assessments to demonstrate their potential.

If you have any question regarding the above or wish to get in touch please contact me at the school.

I look forward to meeting you soon and in the meantime want to take this opportunity to wish you and your family a restful and relaxing summer.

Yours faithfully



Mr MacLeod

Vice Principal – Director of Sixth Form