

14 February 2020

Dear Parent/Carer

Now we have reached the end of another busy half term, I felt it important to write to you to clarify the basic expectations we have of all sixth form students, as we know too well that these can sometimes get lost in translation when communicated by teenagers.

Firstly, we expect all students to attend at 8:25am each day. This is irrespective of whether they have a lesson during their first period. Students must sign in at student services using their swipecard and then attend form time or assembly as usual. We expect students to attend all their timetabled lessons, but they may leave the school site at 1:15pm if they do not have a lesson or supervised study period during period 5. Students must sign out using the swipecard system.

Students are also expected to attend their supervised study periods, of which they have three per week. These sessions must be attended in either the Upper Hexagon or in S202. Students are not allowed to study in other areas during these times, unless they see the member of staff on duty to authorise this.

In the case of a planned absence, the student must inform Mrs Anderson or Mrs Thomas, as well as their subject teachers, in order to collect work and authorise their absence. In the case of illness, we request that parents phone school or email Mrs Anderson canderson@lymmhigh.org.uk or Mrs Thomas mthomas@lymmhigh.org.uk to inform us of the reason.

All students should be working a 40-hour week (which includes time for four hours of extra-curricular activity) and showing full commitment to their studies. Each subject will be expecting approximately eight hours of independent work per week and it is important that students use their free time effectively. Students are able to stay on site until 5:30pm each evening utilising the study spaces we have on offer. Please note that study time is not only for completing homework but also to read over past notes, read ahead to the topics they are studying next and to complete revision. With the linear nature of A' levels it is really important that students revise constantly, as research shows the more we rehearse information, the more likely it is to be transferred to our long term memory, enabling effective recall. We appreciate that many students work part-time, but we would ask you to support us in making sure this is minimal and is not interfering with their ability to keep on top of their demanding work load.

Young people can often have a tendency to compare themselves to their friends when it comes to work ethic and, on this, I would advise students not to. They would be far better off comparing themselves to the expectations outlined above. Please have an honest conversation with your child about how hard they are working because, as ever, there are a few who are not working anywhere near as hard as they need to in order to fulfil their potential.

Students are reminded that they must attend school each day in full business dress, which includes wearing their jacket and appropriate footwear (no trainers). Girls are not allowed to wear leggings and for those girls wearing skirts they may need to check that these are an appropriate length as some of these are becoming too

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short and may need replacing; girls can of course wear trousers instead. Students can wear a black v-neck jumper/cardigan (no obvious logos), but this can only be worn in addition to their jacket, not in place of it. Whilst we really do not want to send students home to get dressed correctly, we seek to maintain our high standards and will do so if necessary. We ask that all students check their business dress carefully over the half term break to avoid this happening.

Our expectations are clearly laid out on page 16 of our Behaviour Policy which you can find [here](#). All students are reminded that they signed a code of conduct when they joined the sixth form and failure to meet these expectations will result in the staged process being initiated (as set out on page 23 of the Behaviour Policy).

I hope you all have a lovely half term break. Please do not hesitate to contact either myself or any member of the sixth form team if you have concerns of any kind.

Yours faithfully

A handwritten signature in black ink, appearing to be 'H JENNINGS', with a stylized flourish at the end.

H JENNINGS (Mrs)
Assistant Headteacher
Head of Sixth Form