

# The Hemel Hempstead School

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**Headteacher: Neil Hassell BEng (Hons) NPQH FCCT VR**

**Letter 4**

6<sup>th</sup> September 2021

Dear Parent/Carer

## **Welcome to Year 13**

We are pleased to welcome your child back for their second year in the Sixth Form. This letter contains some reminders and useful information for parents/carers as we begin the year.

### **Tutors**

The member of staff with primary responsibility for a student's welfare is the personal tutor, who deals with all day-to-day matters. Please contact them in the first instance:

<b>13A – Mrs Ayres</b>	<b>13C – Mr Gregson</b>
<b>13F – Mrs Ogden-Bailey</b>	<b>13L – Mr Saunders</b>
<b>13N – Mr Ahmed</b>	<b>13P – Mr Sutton</b>

As Head of Sixth Form, Mr Bryson is responsible for promoting the overall achievement and welfare of students in the year. He will be monitoring your child's progress and contacting you should any concerns arise. As Deputy Head of Sixth Form, Miss Dayton has oversight of the UCAS and the next steps programme and will be supporting Mr Bryson in ensuring that our offer to our Sixth Formers is exemplary.

### **Private Study**

As we return to normal as a school our Sixth Form students will no longer have home study for their study periods. Students are now expected in school full-time again. There are a number of study spaces available to our Sixth Form students, including the Sixth Form study room (M9), the library, the Sixth Form Café and the Senior Quad. Our Sixth Form students will once again have access to empty classrooms throughout the school day for those who want to study in silence away from other students. Details of empty classrooms available for each period will be published in the Sixth Form study room.

### **Important Dates**

Parents Evening will take place on Thursday 2<sup>nd</sup> December 2021. A letter will be sent out prior to the event with details on how to book remote appointments. Please continue to check the school calendar on the website for other important dates.

Year 13 Trial Exams will take place for students over a two-week period commencing on the 6<sup>th</sup> December 2021.

### **Public Exams**

Public examinations are scheduled to take place at the end of the current school year. We await further details on these and will inform students and parents/carers as we get them.

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## **Attendance**

Students will have a greater chance of achieving their potential by attending school on a regular basis. At The Hemel Hempstead School we are committed to promoting excellent levels of attendance and punctuality and it is our aim for students to achieve over 95% attendance. We would appreciate your support to ensure that all our students achieve this enabling them to access all of the opportunities available to them at school through their academic studies and extra-curricular activities.

Mrs Cooper will oversee this work. There are two ways of reporting Sixth Form absence. Firstly our dedicated Sixth Form attendance line – 01442 251732. Please telephone to explain all absences and follow through with notes from home as with lower down the school. Secondly, our Sixth Form absence email address - [6thformabsence@hemelschool.com](mailto:6thformabsence@hemelschool.com).

Please contact the Sixth Form Office on every day of absence and confirm the reason for their absence in writing on return. If your child has a prolonged absence from school due to illness (a week or more) or a hospital admission, it would be helpful if you were to provide the school with medical confirmation.

The school will follow up lateness, unexplained absences, unauthorised absences and low levels of attendance. A record of poor punctuality in the Sixth Form will lead to sanctions being imposed.

When a student knows in advance that he/she will miss lessons, they should approach their teachers for work and complete a Leave of Absence Request form. Double and triple periods are common in sixth form so a significant amount of work can be missed even on just one day. Medical and dental appointments, driving lessons and any paid work should all be arranged outside school hours. Students are expected to remain in school all day (with the exception of lunch), including their study periods. All form registrations and assemblies continue to be compulsory.

## **Dress Code**

A revised version of the dress code was published in the summer term and is available in the Sixth Form area of the school website. Please refer to this when making any purchases of clothing for school. If you are unsure whether an item of clothing is suitable please contact us.

## **Twitter and Instagram**

We use Twitter and Instagram to keep students informed of any notices or opportunities which they need to know about. The address for Twitter is @HemelHSchool6th and HHS6thform for Instagram. If your child signs up to follow these accounts they will receive regular news from the Sixth Form office.

Finally, we are looking forward very much to supporting your child in reaching their potential this year. Experience shows that if they are diligent and committed throughout their courses they will achieve results to be proud of this summer.

## **Lateral Flow Tests**

As per government guidelines we do require our students to continue to complete lateral flow tests twice per week for Covid and to notify the school when a positive result occurs. In this instance please contact [covid@hemelschool.com](mailto:covid@hemelschool.com).

If you have any questions or issues you need to raise, please do not hesitate to contact us.

Yours faithfully



**Mr P Bryson**

Head of Sixth Form