

June 2018

Dear Parent/Carer

As you will be aware your child is now on study leave. I know students will value this time for independent study and I am sure that they are following organised revision timetables. Whilst students are not expected to attend formal lessons anymore, their teachers will be available during their usual lesson times, so please do encourage them to attend with particular focus areas for revision.

I hope your child feels prepared for their exams and is looking forward to celebrating their time in Sixth Form at the Prom on Wednesday 4<sup>th</sup> July. The event is at Baldwin's Omega, Psalter Lane, from 7.30pm. Tickets, which are priced at £30.00, are on sale from Student Reception until Thursday 14<sup>th</sup> June.

A Level Results Day is on Thursday 16<sup>th</sup> August and results will be available for students to collect between 8:00am and 11:00am in the Main Hall. Members of the Sixth Form Team will be present to support students with their Post 18 plans including university places. UCAS opens at 8:00am on this day for students to check the status of their university places. Ahead of Results Day you may find it useful to visit UCAS's information page: <https://www.ucas.com/ucas/undergraduate/apply-and-track/ucas-undergraduate-results>.

This has particularly helpful information about UCAS Clearing (if a student doesn't achieve the grades they need) and Adjust (if a student does better than they expected and is then eligible to apply for course with higher entry requirements).

Following the A Level examinations, it is advisable that students undertake key preparations ahead of starting at university in September. Some of this can only be completed after results day, but many tasks can be started now. There are a number of useful websites that provide checklists, and I have also provided a list of the key activities below:

- Student Finance application (the deadline has now passed, but students can still make late applications).
- Organise a student bank account. Most banks offer incentives to open a student account with them – it is worth researching what is most beneficial to your child.
- Research course material and reading lists. Is there any reading to be done before starting the course? What core textbooks are recommended?
- Research transport to/from university and between accommodation and lectures in larger cities.
- Check what is provided at the university accommodation. For example, some universities do not provide bedding. From this, compile a list of essentials to buy/ take to university.
- Collect boxes/cases ready for packing in September!
- After collecting results, check for correspondence from the university to ensure that everything is in place for a smooth start.

If your child is not intending to go to university in September, please do encourage them to prepare for their next steps as early as possible. Again, there are many useful websites with support for job and apprenticeship applications, however I have outlined some key tasks below:

- Compile a list of the most suitable job/apprenticeship search sites. Some of these will allow you to register with them and send you notifications of relevant advertisements.
- Update CV.

- Organise all relevant documents (e.g. GCSE certificates) and keep them safe. Add to this with A Level certificates in the future!
- Ask referees (at least two) to confirm that they are happy to provide references and confirm their contact details.
- Draft a covering letter to be tweaked when applying for jobs/apprenticeships.
- Practise interview skills.

Should your child wish to apply to university for 2019 entry (or in the future), please ask them to get in contact with the Sixth Form Office and we can support their application through UCAS. Please bear in mind that university applications should ideally be made in the Autumn term.

If there is anything else I can support with over the coming weeks, or indeed in the future, please do not hesitate to contact me.

It has been a pleasure to work with the year group over the past year and we look forward to seeing them at their Celebration of Success in December 2018, where they will receive their A Level certificates. I will write to students in the Autumn term to confirm the arrangements for this.

Kind regards,

Yours sincerely

Miss L. Mason  
Assistant Headteacher  
Director of Sixth Form