



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: CM/DE

Your Ref:

Date: 19 December 2018

Dear Parent/Guardian

As we approach the Christmas break, I felt it important to update you on progress within the Sixth Form this Half Term. We have had an extremely busy Half Term, with students participating in the Christmas Concert, the Sixth Form Open Evening and a variety of Sixth Form events. These have included visits from Dr Helen Stokes, Staffordshire University, the NHS, the Royal British Legion and Loughborough University. Students have really embraced the opportunities available to them, and are now starting to think about their future career aspirations. Inevitably, the next Half Term will be one which is just as busy. We would also like to welcome Mrs Edwards to the Sixth Form Team, who has returned to school following maternity leave to take up her new role as the Sixth Form Manager. Mrs Potts goes back to her role as school Librarian with our thanks for her support.

## **Important Dates**

BTEC Examinations – Wednesday 9 January to Wednesday 23 January

Sixth Form Mock Exams – Thursday 17 January to Monday 28 January

Year 12 Loughborough University Trip – Wednesday 30 January

Sixth Form Folder Checks – WB 4 February

## **BTEC and Mock Examinations**

Those students who are involved in BTEC examinations in January will have had an exam timetable and top tips timetable provided to them. Mock examinations within the Sixth Form take place from Thursday 17 January to Monday 28 January. Whilst it is hugely important that students take time to rest over the Christmas holidays, we would please ask that students spend some time preparing for their examinations ahead.

## **Medical Appointments**

There are a number of students who are still choosing to book non-essential medical appointments during school times. Whilst we appreciate that hospital appointments cannot be moved easily, we would ask that students avoid booking doctor, dentist or opticians appointments during school time. This includes during Period 6 lessons, which is part of the normal school day. It is imperative that students do not miss any lessons.

## **Absences**

If a student is to be absent, please report this absence to Mrs Mills or Mrs Edwards through the Sixth Form phone number, which is 01543 502450 (extension: 213). Can we please ask that students' absence is reported on each and every separate day that they are absent. Whilst we appreciate that winter brings coughs, colds and bugs to the fore, we would appreciate your support in getting students into school as much as possible, as everyday absent means valuable learning time is missed.

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

### **Work Experience**

As stipulated in the Sixth Form Code of Conduct, Year 12 students are required to complete work experience during the last week of term in July, the week beginning 15 July. Students have now had their first assembly detailing work experience, and been given usernames and passwords to use the work experience website. It is compulsory that all students complete work experience. Students should now be looking for placements, phoning companies, and looking to ensure that any work experience requirements for university courses that they may wish to apply to be secured. We ask for your support in ensuring that Year 12 students do not leave this too late, and that they have their Work Experience placement sorted well before the summer examinations.

### **Dress Code**

The vast majority of our students come to school looking smart and ready to work. However, we have concerns that a small minority of students are coming to school in inappropriate clothing for their lessons. This has consisted of skirts which are too short, crop jumpers/tops and without ties. Some students are also coming to school with visible nose piercings, of which we have reminded students on a number of occasions. Whilst we are trying to manage this within school, as per the Sixth Form Code of Conduct, we do reserve the right to send students home if their violation of the dress code becomes a persistent issue, or that we feel their clothing on a particular day is too inappropriate. We would ask for your support in ensuring that students come to school appropriately dressed, with a view that students should be dressed professionally as they would in the workplace.

### **Christmas Celebration**

Our end of term Christmas Celebration takes place at the 5's Pavilion and Sports Ground in Hednesford on Thursday 21 December. As stipulated in the permission letter, students will be expected to make their own way to the ground. In line with the whole school early finish, students will be expected to leave the ground at 1:15pm to start their Christmas holidays. Students may come in sports kit for the morning, but should be wearing appropriate clothing for the weather. We are sure it will be a fantastic event!

As we end an exceptionally busy half term, I would like to thank you for your continued support of the Sixth Form. Should you have any further questions or queries, please do not hesitate to contact me at school, or via email at [c.mills@cannockchase-high.staffs.sch.uk](mailto:c.mills@cannockchase-high.staffs.sch.uk).

We wish you all a restful break, a Merry Christmas and a happy and prosperous New Year.

Yours sincerely



Mrs C E Mills  
Assistant Headteacher (Post 16)