

# Tolworth Girls' School & Sixth Form

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7 September 2018

Dear Year 13 Parent/Carer

## Key Stage 5

We would like to take this opportunity to welcome your son/daughter back to the second year of their A Level course and to outline our expectations and key dates for your attention.

### From your son/daughter's teachers you can expect that we will:

- Plan and organise well planned lessons
- Mark your work in a timely fashion
- Listen to your thoughts and ideas in a mutually respectful manner
- Communicate with you clearly
- Have the highest of expectations of you
- Post your homework on SMHW
- Create a class atmosphere that is creative, supportive and safe to explore all of our ideas

### We expect your son/daughter will:

- Complete all extended pieces of writing in assessment books. These will be marked
- Keep notes filed orderly and neatly in their own folder
- Have one extended piece of writing per week
- Have excellent attendance. If their attendance is below 95% than it will impact their final grade. Your son/daughter should communicate with their subject teachers and seek guidance if they need support
- Take responsibility to catch up from their teacher(s) and check SMHW for homework
- If your son/daughter knows that they are going to be absent in advance, they should email the teacher taking that lesson and cc their other teacher(s) into the email so that they can try and ensure that they do not fall behind in their subject
- Your son/daughter will hand in their completed coursework, including word counts and Bibliography to their subject teacher, on or before the given deadline; if they fail to meet deadlines, then their work may not be marked
- Listen to each other
- Attend lessons and arrive promptly
- Hand in work on time and to the best of their ability
- Ensure that they meet all deadlines and communicate issues effectively to their teacher(s)
- Seek opportunities to extend their learning independently including: attending extra-curricular opportunities such as Morris Society, participation on trips, wider reading e.g. of genre being studied and critical theories and taking advantage of all revision sessions offered
- Attend English Clinic in E6 (every Monday 3:30pm - 4:30pm) if asked by their teacher or if they need extra support



INVESTOR IN PEOPLE



**KS5 formal final coursework deadlines are:**

- **Media:** Monday 17 December 2018 at 3:30pm
- **English Language and Literature:** Monday 17 December 2018 at 3:30pm
- **English Literature:** Monday 4 March 2019 at 3:30pm

*Your son/daughter's individual teacher(s) will tell you of any agreed mini-deadlines in September for your specific subject.*

If you have any further questions, please do not hesitate to email me.

Yours faithfully



Mrs H Bithray (née Trevelyan)  
English KS5 Lead Teacher