

September 2023

Dear Parent/Carer,



## Welcome to Year 12

We warmly welcome Year 12 students to Sixth Form and hope that they have settled into their new routine.

Students are required to be in school daily between 8:25am and 3:00pm (**3:50pm every Tuesday for all Sixth Form students** and any other day where period 7 is timetabled), with the exception of break & lunch times.

As well as meeting our Sixth Form attendance expectation of 98% or above, it is essential that students show a positive attitude to learning and independent study from the outset.

Evidence, such as a hospital letter, appointment card or GP surgery text is required when lateness or absence is due to medical appointments. We do ask that parents/students endeavour to arrange non-specialist appointments outside of school hours wherever possible. Any other absence during the school day must have prior agreement from a member of the Sixth Form Team before the student signs out.

If your child is absent from school for any reason, please telephone the absence line on 01908 682278. On their return to school, students should liaise with teachers regarding any missed work.

Students should be working steadily in preparation for mock examinations in July 2024.

During tutor time a PSHE programme will be delivered, with individual support and guidance given to students for both academic and pastoral issues. Students will also receive independent careers advice and guidance throughout the year from Mrs Cain our Careers Lead.

The Sixth Form dress code can be found here <https://www.radcliffeschool.org.uk/s/Dress-Code-2020.pdf>

Hoodies are not permitted within school.

Please do not hesitate to contact your son/daughter's form tutor if there is anything you would like to discuss. Alternatively, you can contact the Sixth Form Team directly on 01908 682212.

Email addresses for Year 12 form tutors are as follows:

6OM Mr O Morrison	<a href="mailto:O.morrison@radcliffeschool.org.uk">O.morrison@radcliffeschool.org.uk</a>
6RB Mr R Brain	<a href="mailto:R.brain@radcliffeschool.org.uk">R.brain@radcliffeschool.org.uk</a>
6FR Mr F Rossi	<a href="mailto:F.rossi@radcliffeschool.org.uk">F.rossi@radcliffeschool.org.uk</a>
6LD Mr L Dalkin	<a href="mailto:L.dalkin@radcliffeschool.org.uk">L.dalkin@radcliffeschool.org.uk</a>

We look forward to working with you over the next academic year.

Yours sincerely

Mr T Hudson  
Assistant Head/Head of Sixth Form

Mrs S Chapman  
Assistant Head of Sixth Form

Ms K Stone  
Sixth Form Study Supervisor

Mrs L Cain  
Careers Lead

### The Radcliffe School

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Telephone: 01908 682 222

Email: [admin@radcliffeschool.org.uk](mailto:admin@radcliffeschool.org.uk)

Headteacher: Mrs P Lawson