



Dear Parents/ Carer,

We are revising the year 12 tutor time program to make it more relevant to students within the sixth form. Our current policy is that all year 12 students attend every morning registration, regardless of when their first lesson is.

We are going to adopt a more independent approach where form tutors will book 15 minute appointments with every student that will take place during Tuesday, Wednesday, Thursday and Friday morning slots from 8.30-8.45am. Assemblies will still be compulsory and will take place during first break 11.00pm-11.10pm every Monday in the auditorium.

All students studying on our L2 pathway will still be required to attend registration every morning.

Students will receive a one to one appointment approximately every half term and form tutors will be discussing various topics including academic progress and attendance to lessons. These meetings will then be recorded by students and teachers. It is vital that students attend all of their progress meetings with their form tutors. Form tutors will make contact home if students fail to attend. Many students within year 12 take part in some form of volunteering during morning registration and it's very important that students still honor this commitment.

When students do not have a morning appointment, they need to attend in time for their first timetabled lesson. This revised program will start on Monday 19<sup>th</sup> February and will run until the end of the academic year.

Kind regards,

Mr T Lord  
Head of Sixth Form