



September 2020

Mb/2021/Letter to Parents Yrs 12 & 13 Sept 20

Dear Parents of Year 12/13

Welcome to St John's Sixth Form. Although students are now in their final years of school, we appreciate how important the role of parents continues to be in terms of supporting students with their progress, attendance, work rate and effort. Although successful at GCSE level, many students will still require help and support with managing their work, revision and meeting deadlines. The purpose of this pack is to ensure parents have all the information they need to continue to give this support. In addition to the information contained in this letter, we are arranging a Parent Support Evening for Years 12 and 13 on Tuesday 15<sup>th</sup> September. We will be sending you a link to a short film which will go through some key questions parents have about the Sixth Form. The link will be sent out shortly to your email address.

I attach a list of important future dates for Sixth Form students and I would be grateful if you could make a note of the relevant information for your son/daughter and particularly the date of Parents' Evenings. This year some events may be subject to change due to ongoing government advice around the pandemic. Parents of Year 12 students are also requested not to book holidays during term time including Term 6 as lessons will continue until the end of the summer term on 20<sup>th</sup> July 2020. The Leavers' Dinner this year will take place on Friday 14<sup>th</sup> May 2021.

I attach a letter concerning the Sixth Form Levy and students have been given a Sixth Form Agreement which is to be signed and returned to their tutor. In addition to the information contained in this letter, we have published on our website "Information for Sixth Formers" (see <https://www.stjohns.excalibur.org.uk/wp-content/uploads/2020/09/Information-for-Sixth-Formers-2020.pdf>) which contains useful details about procedures and expectations including

- Registration procedures
- Assemblies
- Tutor Periods and Mentoring
- Communication
- Sport
- Rules regarding dress code, smoking and general behaviour
- Procedures for changing courses
- Careers and HE guidance
- Option blocks

A copy of your son's/daughter's final timetable has already been emailed home.

Students have also been given information about registering their car details if they park locally in Orchard Road. Please ask your son/daughter to complete the form and return it to the Sixth Form Study Centre as soon as possible. If they choose to park in this area, please remind them of the need for considerate parking. We do provide some limited student parking on the Academy site and Mrs Haig-Williams will be allocating permits based on distance, car sharing and bus availability.

Vulnerable students, including children in care, care leavers and those on Income Support may be eligible for a bursary. Income Support is paid to young people such as teenage parents, young people with severe disabilities, teenagers living away from their parents and young people whose parents have died. The Academy will also have the discretion to award bursaries to support any student who faces genuine financial barriers to

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participation in lessons; this is likely to be students living in households with an income of below £30,000 a year. This will also be dependent on an attendance rate of at least 95% and work rate in lessons. Further details about the Bursary Fund or an application form are available from the Sixth Form office or on our website at <https://www.stjohns.excalibur.org.uk/sixth-form/admissions/>

From an academic point of view, students are expected to spend 4-6 hours on independent study for each subject on a weekly basis. They are directed to work in the Sixth Form area, the Study Centre, Sixth Form Library or classrooms for other independent study. They will use the Main Library but only for timetabled lessons. Year 12 students are expected to be in school all morning and for all timetabled lessons in the afternoon. They will have private study timetabled in the Study Centre each week and this is for silent, independent work. If a teacher is absent, lessons are not "cancelled"; work is always set and in some cases the students are expected to stay in their classroom to complete the work. This is often important if they are left work using shared resources. Students should still go to the classroom to collect work. As with other years in school, homework is set through Show My Homework, which allows students to access homework through mobile devices and also gives you the opportunity to gain information about what homework is being set.

We have high expectations of our students and wish them all to achieve extremely well within their chosen areas. All students must follow at least three courses on their timetable, with a small number of Year 12/13 taking four courses to the full A level. After three weeks, tutors and subject teachers will consider how well Year 12 students are working for their chosen courses. If necessary, we will discuss with the student how they are settling into life in the Sixth Form in terms of managing workload and early indications of progress. To support a struggling student, a package of intervention may be put together to include supplementary work, being asked to attend extra lessons or, if appropriate, a re-assessment of their chosen courses may be held with a view to changing to more suitable subjects within the first month of Year 12. We may also put a student on report if we have a concern regarding their attendance.

Year 13 students received feedback from their online exams and are expected to act on advice and endeavour to make consistent progress in Year 13. Year 13 will be assessed again in a short mock exam period at the end of September. Teaching staff will be completing UCAS grades at the end of September so that they can be used for applications in October/November. Staff will base their predictions on the students' progress to date and work completed in Term 1.

Please do not hesitate to contact me if you wish to clarify any points or discuss any issues.

Yours sincerely



Rachel Haig-Williams  
**Director of Sixth Form**

## Sixth Form Year 2020-21



<b>Term 1</b>	
<b>September</b>	
3	Year 12 students return to school
4	All students return to school
15	Year 12 and Year 13 parent support evening
23	Year 12 photographs
28-30	Year 13 exams
<b>October</b>	
	All references are updated with predicted A level grades
1	Internal school UCAS deadline for Oxbridge/Medicine students
TBC	
<b>22/10 – 30/10</b>	<b>Holiday</b>
<b>Term 2</b>	
<b>November</b>	
4 and 5	University entrance tests
9	Internal school deadline for UCAS applications
12	Year 13 Parents' Evening 1
<b>13</b>	<b>Staff Development Day – students not in school</b>
19	Sixth Form Open Evening for Year 11 students
TBC	Safe Drive Roadshow for Year 12 students
<b>December</b>	
<b>21/12 – 1/1</b>	<b>Christmas Holidays</b>
<b>Term 3</b>	
<b>January 2021</b>	
6-21	Vocational exams possible in this window
19-22	Year 13 mock exams
<b>February</b>	
11	Year 12 Parents' Evening
<b>15 - 19/2</b>	<b>Holiday</b>
<b>Term 4</b>	
<b>March</b>	
TBC	Year 13 photograph
11	Year 13 Parents' Evening 2
	Prefect elections
<b>April</b>	
<b>2/4 – 16/4</b>	<b>Easter Holidays</b>
<b>Term 5</b>	
<b>May</b>	
	Year 12 reports sent home

14	Year 13 Leavers' Dinner at Alexandra House, Nr Wroughton
17-21	Year 12 exams
21 TBC	Year 13 on block release
<b>31/5 – 4/6</b>	<b>Holiday</b>
<b>Term 6</b>	
<b>June</b>	
7/6 – 9/7 TBC	A level exams
	Students attend Open Days – June to October 2021
TBC	New Year 12 Induction Day
TBC	Exams contingency day
	Year 13 to return books
<b>July</b>	
	Students to work on draft personal statements
20	Break up for the summer (21-23 July SDD Days)
<b>August</b>	
19 TBC	AS & A2 results
26 TBC	GCSE results



## SIXTH FORM AGREEMENT

The purpose of this agreement is to ensure that students, parents and staff are aware of what is to be expected of St John's Sixth Form College and its students.

St John's will:

- accept the student into the Sixth Form subject to any conditions which might apply to individual students or subjects;
- provide a programme of subject teaching relevant to the courses selected;
- offer pastoral support;
- provide guidance to students about careers;
- provide a programme of extra-curricular opportunities;
- keep parents informed on all academy matters through the students;
- contact parents as appropriate if there are concerns about their child's progress and/or welfare;
- provide suitable venues for self-study;
- enter students for exams, dependent on attendance.

The student will:

- attend all academy sessions: lessons, private study, Wellbeing, registration/tutorials, sport and volunteering;
- take an active part in the learning process, carrying out all tasks on time and to the best of their ability;
- do at least four-five hours a week of study beyond normal lessons per Level 3 course;
- follow the Sixth Form rules and behave responsibly around buildings to set a good example;
- treat the common room and other Sixth Form facilities with respect at all times;
- follow the Sixth Form dress code.

Parents are welcome to contact St John's at any time.

Signed: ..... (Student)

..... (Student Name and Tutor Group)

Signed: ..... (Tutor)

Date: .....



September 2020  
Mb/6thform20-21/levy 2020-21

Dear Parents

**Sixth Form Levy 2020-21**

Each year we ask for a donation of £30.00 per Sixth Form student for the Sixth Form Fund. This money, which is payable at the beginning of the Autumn Term, is also used to subsidise Sixth Form events and help maintain the Common Room. In the past we have spent money on refurbishing the Common Room and providing computers for the Sixth Form Study Centre and extra furniture for the Sixth Form Library.

If you are a UK taxpayer, please also complete the Gift Aid form overleaf which enables us to claim an additional 25% at no cost to you.

**Payment should be made online through ParentPay, you will not need to return the paper permission slip if you pay online.** Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. Payment before the **end of September** would be appreciated.

Yours faithfully

**Mr I Tucker  
Principal**

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**SIXTH FORM LEVY**

Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium. Please mark the envelope 'Sixth Form Levy'. Cheques should be made payable to St John's Marlborough.

Student's Name: .....

Tutor Group: .....

Contribution to Sixth Form Fund:.....

Please tick if you require a receipt: .....

Receipts will only be issued by email, please supply the email address below to be used for receipt purposes:

.....

**PLEASE DO NOT RETURN THIS SLIP IF PAYING ONLINE. PARENTPAY WILL AUTOMATICALLY SEND A RECEIPT TO THE EMAIL ADDRESS REGISTERED ON THE ACCOUNT.**



## Gift Aid Declaration Form

### Are you a UK taxpayer?

As an Academy, St John's Marlborough is classified as a charity for tax purposes (Ref XT37330). Charitable donations to St John's are therefore eligible for Gift Aid. By completing this form, St John's will receive an additional £25 for every £100 you donate.

Please treat as Gift Aid donations:

all qualifying gifts of money made  today  in the past 4 years  in the future

*Please tick all boxes you wish to apply.*

### Your Details

Title ..... Forename(s) ..... Surname .....

Home address .....

.....

..... Post Code .....

Signature..... Date ...../...../20.....

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

### Please notify St John's if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

If you are unsure whether your donations qualify for Gift Aid tax relief please refer to the HM Revenue & Customs website [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

PLEASE RETURN THIS FORM VIA THE FINANCIAL MAILBOX LOCATED IN THE ATRIUM