



4th September 2017

Dear parents,

I am delighted that your son or daughter has chosen to continue their education at The Ashcombe. This letter sets out key information regarding the Sixth Form.

The Sixth Form team

Mr B Blackband – Head of Sixth Form / Assistant Head

Mr D Woollett – Deputy Head of 6th Form

Mrs K Palmer (née Luff) – Head of Upper 6th

Miss J Corry – Head of Lower 6th

Who should I contact if I have a query or concern?

You should telephone the school and leave a message for Miss Corry. Your issue will be dealt with by a suitable member of staff. This may be a Head of Department if you have a curriculum issue.

When do members of the Sixth Form register?

All Sixth Formers are expected to register by 8:55am with their Form Tutor. Afternoon registration is from 1:50pm to 2:15pm. Students can arrange to miss two registration sessions per week in advance agreement with their tutor. This excludes Monday afternoon. This is to allow a degree of flexibility with regard to the student's timetable.

Why is registration important?

Attendance at registration is compulsory. We use registration attendance figures for references including university applications. Students have to have good attendance to continue into the Upper 6th. We will write to you if we have concerns regarding attendance.

Lesson attendance

Attendance at all lessons is compulsory. Staff log absences electronically. Parents can access a summary report which lists homework issues via online reporting (please see the Ashcombe website). I would ask that parents do use the online reporting facility on a regular basis as it is our main form of communicating homework issues. I will write to you about this in more detail next week.

Homework and independent study

The ability to manage and complete homework is crucial if students are to be successful at A-level. Students cannot expect to do well if they fail to do homework. The best students often go beyond homework and genuinely enjoy studying their favourite subjects.

Talks Programme

All students in the Sixth Form will attend the Talks Programme. We run a series of guest talks on Friday mornings which support the learning of the students and help with applications to Universities and Apprenticeships. Attendance to these sessions is compulsory.

Assessment Weeks

There are two assessment weeks during the sixth form year. Students sit AS/A Level unit exams in each of their subjects. Students need to revise for assessment weeks as we use their performance to adjust their target grades for A-level. Students will also set study targets in light of their assessment week performance.

Assessment week 1: 16th - 20th October



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Assessment week 2: 1st February - 6th February

Assessment weeks are in addition to all public exams which occur in the summer only.

Re sitting GCSE English and Maths

Students who have not achieved a grade 4 in English Language or Maths at GCSE will attend additional classes. They will continue to attend these classes until they have achieved the required grade 4 in both subjects.

It is imperative that all school leavers achieve these core qualifications.

Changing subjects

Some students may wish to change one of their subjects. They must come and discuss this with me. After the first two weeks of term I will be reluctant for people to move subjects due to the volume of catch-up work involved.

Dropping an AS subject

We strongly recommend that the majority of students study 4 AS subjects throughout Lower 6th. However, we will also be able to discuss with students whether they start on 3 A-levels rather than 4.

Socials

The Sixth Form has a number of vibrant socials throughout the year. These are run by the senior prefects in the Upper 6th. The first social will be the Garden Party BBQ next week and then the annual Halloween party followed by the Christmas dinner dance.

Subs

Students do not have to pay their subs. It is optional. Subs go towards providing tea and coffee for students and also subsidise the main social events. Subs are £10.00 and should be paid via ParentPay. Priority for tickets to major socials such as the Dinner Dance will be given to students who have paid their subs.

Progression into the Upper 6th

All members of the Lower 6th have to qualify for admission into the Upper 6th. A student must achieve a minimum of 2 E grades to continue into the Upper 6th. They must also have a good attendance record.

The Ashcombe website

Please visit our website for all current information relating to the Sixth Form. All letters can be downloaded. <http://www.ashcombe.surrey.sch.uk/08-6thForm/6thForm.shtml>

Receiving letters via email

We email out all letters. If we do not have your current email address please contact the school office on 01306 886312 so we can update our mailing lists.

The Ashcombe Bursary

Students can apply to The Ashcombe Bursary for financial support. Please see our website for an application form and terms and conditions.

6th form contract

Please find attached the 6th form contract. All members of the 6th form are required to sign and return the contract at the start of each academic year.

I look forward to working with you over the next two years.

Yours sincerely,



Mr B Blackband
Head of Sixth Form

The Ashcombe School 6th Form Contract

All 6th Form Students are required to meet the following standards during their time in the 6th Form:

Attendance

1. Attend all agreed registration sessions both in the morning and afternoon
2. Bring in a letter for their Tutor to explain genuine absences
3. Attend all lessons including WSTP sessions
4. Attend all assemblies on Monday afternoon

Academic Study

5. Attend all formal catch up sessions when requested to do so
6. Be proactive in seeing teachers to catch up any missed work due to absence
7. Record all homework in your school planner
8. Use Online Reporting to monitor missing or late work
9. Attend academic interviews with your Tutor
10. Make appointments with teachers for parents evening
11. Prepare in advance for the two assessment weeks during the academic year
12. Attend GCSE re-sit classes in English and Maths if required to do so

Behaviour

13. Under no circumstances should your behaviour distract other students from learning or inhibit the work of staff
14. Respect the working environment of the 6th form particularly in the study rooms
15. Make use of the Study Centre for private study
16. Respect the facilities in the common room and ensure you leave no rubbish
17. Ensure you apply for a parking permit before bringing a car onto the school site and parking in the designated area by Bradley Tennis courts
18. Adhere to the Acceptable Use Policy when using all ICT equipment in the Sixth Form. This includes using the wireless network in the 6th Form
19. Do not smoke on the school site and the neighbouring roads
20. Wear clothes which are suitable for a secondary school

Name of Student

Signature of Student

Signature of Parent\Guardian

Date

Please return The Ashcombe School 6th Form Contract to Mrs Wynter at the Pupil Services Desk.