



5th September 2018

Dear parents,

I hope you have had an enjoyable summer. This letter sets out important information regarding Upper 6th.

### **The Sixth Form team**

Mr B Blackband – Head of Sixth Form/Assistant Head

Mr D Woollett – Deputy Head of 6<sup>th</sup> Form

Mr T Mercer – Head of Upper 6th

Miss K Pitman – Head of Lower 6<sup>th</sup>

### **Parents' Evening**

There is a Parents' Evening for all Upper 6<sup>th</sup> students on **Thursday 20<sup>th</sup> September** in the Ranmore Hall. Students should begin making appointments with their subject teachers using their planners. The majority of the interviews will be held with both of the teachers for a particular subject. It is vital that students attend the Parents' Evening. Parents' Evening runs from 4:30pm to 7:00pm.

### **Dropping a subject**

The vast majority of students drop one of their AS courses when they start the Upper 6<sup>th</sup>. Students can drop a subject from the start of term. However, they should discuss their choices with their teachers.

The deadline for dropping a subject is **Monday 17<sup>th</sup> September**. This allows students and parents to absorb conversations had at Parents Evening. The subject dropping form has been issued to students and spare copies can be collected from outside my office.

Students need to ensure any books are returned for the subject they are dropping.

### **Continuing with a U grade subject**

Students who wish to continue a subject in which they got a U grade must have this agreed by the relevant Head of Department and Mr Blackband. They should continue attending all lessons until it has been discussed at length.

I would only support continuing with a U grade subject in exceptional circumstances.

### **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 dependent on the student's timetable. They will continue to attend these classes until they have achieved the required grade 4 in both subjects.

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

You should telephone the school and leave a message for Mr Mercer. 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.

### **Post Ashcombe Pathways**

Students should use Unifrog to complete their application for University or an apprenticeship. It is vital that students complete their Personal Statement over the coming weeks. The deadline for Oxbridge, Medicine and veterinary science is 28<sup>th</sup> September and, for all other students that intend to apply for



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University, Friday 30<sup>th</sup> November – this is to ensure we have enough time to produce references prior to the UCAS deadline. The sooner the application is sorted the sooner the offers will come in!

### **Assessment Weeks**

There are two assessment weeks during the sixth form year. Students sit AS/A2 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: 8<sup>th</sup> – 12<sup>th</sup> October

Assessment week 2: 10<sup>th</sup> – 15<sup>th</sup> January

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

### **Socials**

The Sixth Form has a number of vibrant socials throughout the year. These are run by the senior prefects in the Upper 6<sup>th</sup>. Already planned is the Halloween Party in October followed by the Christmas Dinner Dance in December.

### **Subs**

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. **Students do not have to pay their subs. It is optional.**

### **The Ashcombe website**

Please visit our website for all current information relating to the 6<sup>th</sup> Form. All letters can be downloaded.

### **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**

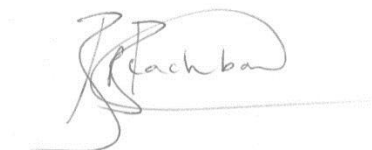
Students can apply to The Ashcombe Bursary for financial support. Please see our website for an application form and terms and conditions.

### **6<sup>th</sup> form contract**

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

We look forward to continue working with you over this next important year.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B Blackband', with a horizontal line underneath.

Mr B Blackband  
Head of Sixth Form

## The Ashcombe School 6<sup>th</sup> Form Contract

All 6<sup>th</sup> Form students are required to meet the following standards during their time in the 6<sup>th</sup> 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 on time including WSTP sessions
4. Attend all assemblies on Monday afternoon on time

### 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 together with its due date in order to ensure homework deadlines are met
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 6<sup>th</sup> form particularly in the study rooms
15. Make use of the Study Centre and work room for private study when not in lessons
16. Respect the facilities in the common room, ensure you leave no rubbish and help your tutor group with the common room cleaning when it is your turn
17. If students drive to school, they should park legally and considerately around the neighbourhood. Ensure you apply for a parking permit before bringing a car onto the school site and park 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 6<sup>th</sup> Form
19. Do not smoke or vape on the school site and the neighbouring roads
20. General common sense should apply in their choice of clothing for a secondary school environment (if in doubt please think about what would or would not be appropriate in a workplace such as an informal office). Students should not wear clothing which is excessively revealing. Its design must not display images or language which may cause offence.

Name of Student .....

Signature of Student .....

Signature of Parent\Guardian .....

Date .....

**Please return The Ashcombe School 6<sup>th</sup> Form Contract to your form tutor by Monday 10<sup>th</sup> September**