



18th July 2022
PM/jmc

Dear Parents/Carers

As the academic year is coming to an end, we would like to praise our current Y12 students for overcoming many challenges this year. Across the year, they have excelled in setting up and supporting community projects, completing a series of employability tasks and more recently assisting with our sports day, school production and representing the school at various open evenings.

To ensure that year 13 is as positive as possible we would like to take this opportunity to re-iterate some key information regarding our Sixth Form.

Attendance

As I am sure you are already aware, good school attendance is key to helping students achieve the best possible grades and maximising their learning opportunities.

In recognition of the fact that school attainment and attendance are strongly linked, we would like to take this opportunity to remind all our Sixth Form students and their parents/carers of our expectations around this.

Our Sixth Form is a full-time educational provider. Therefore, all Sixth Form students are expected to be in school from 8.45am till 3.20pm every day. This includes lesson 1 as it is a compulsory lesson for all our students.

If your child is unable to attend school through illness, we ask that parents/carers inform us on the first day of absence. This can be done by emailing our Sixth Form team at SixthForm@themallingschool.kent.sch.uk or call us on 01732 840995 ext. 261. It is useful to know the expected day of return. If you are unable to supply us with this information, we have a duty of care to contact you so that we may be sure of the student's whereabouts for safeguarding measures. We also ask to be informed of any medical appointments and would appreciate if those could be kept to outside school hours, whenever possible. If a student needs to leave school early, parents/carers should contact the Sixth Form team no less than 24 hours in advance.

Where the student is absent through illness or medical appointments, and contact has been made from home via parents/carers, this will be counted as authorised. Where we have concerns over excessive absence patterns through illness, we will need to discuss this with parents in order to gain a better understanding of the problems and to offer support. If attendance drops below 96% then we will follow the whole school policy of contact home and face to face meetings with parents.

Independent Study Lessons

Our Sixth Form students are also required to complete **all** their study periods in school. Independent study is an essential skill that has to be learnt in order to be successful. An independence of mind can only be achieved through reading and researching. Study lessons should be used for this. Students who understand the importance of effective independent study, make progress and achieve. We monitor the use of independent study



time very closely and all independent study periods will be registered by a member of staff from September. Non-attendance to study periods will be treated in the same way as missed subject lessons.

Dress Code

We would like to thank Y12 students for the noticeable improvement in their appearance. It has been very pleasing to see that the majority are now taking a lot more pride by dressing appropriately and professionally. Unfortunately, there still seem to be a few students not adhering to our Sixth Form dress code and we would like to remind them that polo-shirts are not permitted. We would also like to draw your attention to the fact that skirt length is referred to in our dress code policy, which can be found on our website.

We appreciate the current cost of living may impact on your ability to purchase new clothing items. If this is the case, please be assured that our Sixth Form team will support you. Feel free to contact Mrs McCarthy in confidence.

We would like to thank you for your continuous support. If you have any questions, please do not hesitate to contact us. We would like to take this opportunity to wish all our Y12 students a wonderful summer. We look forward to seeing them back in school on Tuesday 6th September.

Yours sincerely

Mr P Maisey
Director of Sixth Form

