



SM/km

12th January 2011

Dear Parents,

I am writing with reference to the current systems we use in the Sixth Form to intervene and support students.

General practice in the Sixth Form is that when students produce inadequate or no work, they are dealt with by individual departments and a detention may be set the following day. This should be logged on Eportal and discussed in mentoring sessions.

However, after discussions with the Sixth Form team and Heads of Department there is a feeling that a more immediate response would be desirable in some circumstances.

Therefore, as of Monday 17th January 2011, any student in the Sixth Form who fails to hand in work as requested or hands in inadequate work, could be asked to stay behind on that day, after school, for up to one hour.

Where a student is asked to return after school, it is our expectation that they will inform their parents if necessary. Where there are exceptional circumstances e.g. doctor's appointment, picking up a younger sibling; students will be allowed to do the work on another occasion, but we would ask that parents provide written support as to why the student could not stay behind on the night in question.

It would not be considered a reasonable excuse if a student had to go to work or participate in other activities (such as training for a sports club).

As always, our intention is not only to encourage our students to take responsibility for their own learning, but also to provide effective intervention where this has not occurred.

If you have any concerns regarding this matter or any other aspect of your son's education, please do not hesitate to contact me or the relevant Head of Year.

Yours sincerely

Mr S Maher
Assistant Headmaster. Post 16 education