



# Bay House

## School & Sixth Form

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### To the parents/carers of all Lower Sixth students

Dear Parent/Carer

I should like to take this opportunity to extend a warm welcome to all parents of students who have joined the Bay House Sixth Form this September; it was lovely to see so many of you at our recent Information Evening, which I hope you found useful – electronic copies of the presentation and resources discussed at that evening can now be found on the Bay House Sixth Form website in the 'Letters and Resources' section. I hope this letter will answer some of the most frequently-asked questions which are likely to occur during the early months as your son/daughter adjusts to the demands of Sixth Form life.

One of our first priorities at Bay House is to help students make a smooth transition from GCSE to post-16 study. For all students, this will be a major step in terms of the amount, depth and difficulty of the work to be covered. To be successful, sixth formers need to study with greater independence, which means being able to organise their time, plan their work and undertake tasks requiring a certain amount of initiative. Consequently, the proper organisation of private study is crucial. Students joining the Lower Sixth are required to spend a proportion of their private study periods in the Sixth Form Library and/or Study Centre, where a silence rule is imposed. They are also encouraged to use these facilities before and after school; the Library is open from 8.15 am to 4.15 pm Monday to Thursday, and from 8.15 am to 4 pm on Friday. The Study Centre is open from 7.30 am until 6 pm daily.

Clearly, study time in School **must** be supplemented by study at home if students are to cope with the demands of Sixth Form life. On average, we would expect a student following four examination courses in the Lower Sixth to spend at least 16-20 hours per week studying on their own. It is perhaps worth pointing out that whilst we acknowledge that many students will want, and usually benefit from, Saturday or Sunday employment, jobs requiring a mid-week evening commitment or those entailing more than ten hours employment per week are not encouraged. In our experience, such jobs place undue strain on students who then struggle to meet their school commitments. We believe that students who manage their time well should be able to maintain a sensible balance between their academic commitments and their social lives. It is of course very important that students should establish good study habits in the early months of their Sixth Form life. There are a number of things that we do in order to help them achieve this; these are outlined below.

We have devised a tutorial programme whereby students meet with their tutor on a regular basis to discuss academic progress. Through this, we aim to support, encourage and guide students through the vital early months by offering practical advice which will help them adjust to the demands of Sixth Form study. Tutors offer guidance about planning study schedules, balancing academic and personal commitments, seeking advice from subject staff, revising for examinations and so on. Students are also given a study planner which is designed to help them organise their time effectively. We hope that by monitoring and supporting students in this way, we shall encourage them to acknowledge and achieve their potential and gradually assume greater responsibility for their own learning.

Students receive valuable guidance and support from subject staff and are encouraged to seek help, as and when needed, in and out of lesson time. It is important that all students establish positive and productive working relationships with each of their teachers.

Parents will be able to meet their son's or daughter's tutor at the initial Lower Sixth Parents' Evening on **Thursday 22 November**; this provides a valuable early opportunity to discuss their academic progress and how they have adapted to Sixth Form life. Students are expected to attend the Parents' Evening with their parents. Interim subject reports are sent to parents at the end of November; full subject reports are issued late in the Spring term of the Lower Sixth year. A second Parents' Evening, attended by subject teachers and tutors, will take place on **Thursday 31 January 2019**. These and other important dates have been listed as a separate attachment for your information.

We endeavour to keep you informed throughout the year of important issues relevant to you/your son or daughter but in order to do so we rely on being kept informed when any changes to contact details occur (address/telephone number etc). Could we please therefore urge you to contact us as soon as possible, via telephone, letter or student, with any updated information? Whilst on the topic of 'communication', might I also ask your support in prompting your son/daughter to get into the habit of checking their Bay House student email and encouraging them to 'like' our official Facebook page which can be found at [www.facebook.com/bayhousesixthformofficial](https://www.facebook.com/bayhousesixthformofficial). Please feel free to 'like' us yourself too!

In closing, it is perhaps worth emphasising the important role played by the sixth form tutor, who, under my general direction, has an oversight of each student's work, personal development and career or higher education prospects. The tutor should be a student's first 'point of reference' if they have a concern or problem; parents may also find tutors to be a useful first point of contact with the School if they have an issue they would like to discuss. In addition to a number of general duties, tutors are also responsible for monitoring the attendance and punctuality of students in their tutor group. Students are expected to register promptly by 8.35 am (8.55 am on Fridays), ready to make productive use of each morning tutor period. Students are permitted to write their own absence notes, upon their return to School. However, if the absence is likely to be for more than two days, a telephone call informing the School of the reason for the absence would be appreciated (we will automatically send a text message when students are absent and we are unaware of the reason). Where there are concerns about a student's attendance, a member of the Sixth Form team will contact parents; we regard a good attendance record to be an essential ingredient in Sixth Form success. It follows that students are not permitted to take holidays during term time.

I hope this letter has provided you with some useful information about life in the Bay House Sixth Form and that I have addressed some of the issues that are of interest to you. Should you require further information on these matters, or any others, please do not hesitate to contact the School at any time.

Yours sincerely

*Signed on original*

Mr R Dadd  
Head of Lower Sixth Form

## **Important dates for the calendar – 2018/2019**

### ***Autumn Term 2018***

Half Term	Monday 22 - Friday 26 October
INSET Day	Monday 29 October
Early closure (2.05pm)	Thursday 15 November
Interim reports sent home	week commencing 19 November
Parents' Evening (tutors only)	Thursday 22 November (3.45-6.45pm)
Mini Mock window	End December/beginning January
Last day of term	Friday 21 December

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### ***Spring Term 2019***

First day of term	Monday 7 January
Mini Mock window	End December/beginning January
INSET Day	Friday 25 January
Parents' Evening (full)	Thursday 31 January (4.30-7.30pm)
Half Term	Monday 18 - Friday 22 February
AS Level Mock examinations	week commencing 25 February
Full reports sent home	week commencing 1 April
Last day of term	Friday 5 April

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### ***Summer Term 2019***

First day of term	Tuesday 23 April
May Bank Holiday	Monday 6 May
Study Leave commences	Friday 10 May (3.10pm)
AS Level examinations	Monday 13 May – Monday 3 June
Half Term	Monday 27 May - Friday 31 May
Return to study: A2 lessons begin	Tuesday 4 June
Last day of term	Friday 19 July