

REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

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2 May 2012

Dear Student

Year 12 Study Leave and A2 Study for the Summer Term 2012

During the period of the AS examinations students are given study leave. Having studied the final published exam timetable for this summer it transpired that the majority of Year 12 students would be sitting exams before the published provisional study leave date (set last summer) of Friday 18 May. Therefore, we have brought forward when study leave begins to **3.20pm on Friday 11 May**. The provisional return date for Year 12 remains as Monday 11 June 2012. A2 lessons will begin on this day with new timetables being issued.

Some subjects that you take may not involve exams, but are entirely coursework based. Staff in those subjects, in negotiation with yourself, may wish for you to continue to attend their lessons during study leave so that vital time for completion of coursework is not lost.

If you are not planning to return to do A2 studies then you will need to complete a leavers' form, available from Mrs Southwell in the Sixth Form Office. All books will need to be returned (subject as well as library) with signatures from staff before the form is considered as complete. The completed form should be returned to the Sixth Form Office. Failure to complete the Leavers' Form satisfactorily and return it may delay the release of any exams results in August.

Hopefully the poor weather we have experienced recently will improve, therefore I would like to emphasise some of the school rules that often become an issue in the Sixth Form at this time of year. The field is not to be used during lesson times, either for study, sunbathing and the playing football or similar. As the exam period fast approaches, effective use of private study is most important and students should be using this time for revision and other exam preparation.

The dress code for the Sixth Form is as follows:

- Caps (baseball, trucker caps or similar) are not to be worn
- Shoulders and midribs should be covered (i.e. no strappy tops or vests).
- Skirts should be on or below the knee
- Shorts are not permitted
- Modesty should be considered
- Footwear should be appropriate for the lesson. Open shoes are not suitable for practical subjects and flip-flops are a health and safety concern in the busy areas of the school
- Words and diagrams on clothing should not be offensive or possibly be seen as offensive (eg references to drugs or sex)
- Hats should not be worn as fashion items but in cold weather to keep warm. Hats should not be worn indoors
- Facial piercings of any kind are not allowed. It is not acceptable to cover a piercing, for example, with a plaster or wear clear, supposedly 'invisible' piercings.

The dress code applies whenever you are on the school site, including the study leave period and when you are in school to sit exams.

Continued overleaf

An Outstanding Training, Science and Sports College



It was agreed by both staff and students that a dress-code was important in an educational establishment, especially one which younger pupils attend. It should be recognised that a school is a place of work. There is enough flexibility within this code for students to be able to dress comfortably and to allow self-expression. I would be grateful for your support in ensuring that you adhere to the dress code and in particular with regard to the wearing of shorts, strappy tops and short skirts which are a particular issue in warmer weather.

The period from Monday 11 June until the end of term in July will be a busy period for you as you begin your A2 studies. Subject areas may launch coursework, complete practicals and begin group work. Therefore, it is most important that lesson attendance is excellent and no time is taken off school for holidays, etc. Attendance will be monitored during this period.

Over recent months, particularly before Christmas and in the New Year, we noticed an increase in students taking holidays, some of whom followed the school procedures by filling in a leave of absence form. In line with the schools in the Redborne pyramid, in the Sixth Form we are keen to tighten up on students missing school for holidays and we will only authorise holidays under exceptional circumstances. Therefore, when completing any holiday application form, please be specific about any exceptional circumstances to aid us in the authorisation process. Where at all possible, holidays should not be taken during term time. Thank you in advance for your cooperation in this matter.

Please can you ensure that your parent or carer sees a copy of this letter so that they can be made aware of the summer term arrangements.

Yours sincerely

A handwritten signature in black ink that reads "A French". The signature is written in a cursive style with a horizontal line underneath the name.

Mr A French
Assistant Head Teacher (Head of Sixth Form)