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Dear Students and Parent / Carers,

## Re: Start of Term Arrangements for Year 12 students

The start of term arrangements for Year 12 students are different from those of students in Years 9-11 because there are often a number of course changes to check and finalise. We therefore use the first few days of term to deal with all sixth form issues so that all students can start their courses together. The programme for the first few days is as follows:

### Wednesday 7<sup>th</sup> September

Year 12 students need to come in to school at 9.00 for an assembly followed by a tutor group period. Group lists and rooms will be posted in the sixth form area. Tutors will arrange individual interviews with each of their tutees and this may require them to stay in school later on Wednesday or to return on Thursday or Friday for an interview. Tutors will take account of those students who travel by public transport when agreeing the interview times. **All year 12 students will be expected to have their photograph taken during lesson 2 or 3.**

### Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> September

Students will have individual interviews with tutors as arranged and may use the study facilities to finalise induction tasks and to seek advice from their subject teachers if they are experiencing difficulties with the work.

### Monday 12<sup>th</sup> September

Students will need to be in at 9.00am for an assembly in the Theatre. Lessons will begin period 1. Students will have received their timetables and will need to be in school for all lessons from this point. Any students who have questions about their courses or who wish to change course should make appointments on either Wednesday 7<sup>th</sup> September or Thursday 8<sup>th</sup> September to finalise their timetables if they have not done so already during the holiday break.

**Holiday Task - A reminder that all students will have been given holiday tasks by each of their subjects. These need to be completed and ready to hand in on their first lesson back after the holiday.**

### Thursday 25<sup>th</sup> August 2016: Results Day

All students staying on into the Sixth Form must confirm their results and subject choices with a member of the Sixth Form Team on Thursday 25<sup>th</sup> August. Staff will also be available on Friday 26<sup>th</sup> August from 10am to 2pm.

### Students new to the school

Please come into school on results day or send us a copy of your GCSE results as soon as you receive them, as we shall need them to confirm your place on the courses you have chosen and to generate your target grades. Address the envelope to Mrs C Fahy, Vandyke Upper School, Vandyke Road, Leighton Buzzard, Beds. LU7 3DY.

If you have any questions or concerns, do not hesitate to contact us by email [downeys@vandyke.cbeds.co.uk](mailto:downeys@vandyke.cbeds.co.uk), [silkstoner@vandyke.cbeds.co.uk](mailto:silkstoner@vandyke.cbeds.co.uk) or [fahyc@vandyke.cbeds.co.uk](mailto:fahyc@vandyke.cbeds.co.uk).

We shall be in school for some of the holiday and can respond to you during that time.

We look forward to welcoming you into the Sixth Form in September

Have a wonderful summer break.

With every good wish,



Mr Sean Downey  
Assistant Headteacher and Director of Sixth Form

Miss Robyn Silkstone  
Head of Year 12

