

24th May 2010
Our Ref: MJN

Dear Parent / Guardian

Arrangements for the rest of the Summer Term / Start of Next Year.

As you are aware study leave will start at 13.10 on **Wednesday 19th of May** and your son / daughter will return to College on **Wednesday 16th June**, to begin their A2 programme. There are 5 teaching weeks before the end of the academic year -**Thursday 15th July** (please note new date for last day of term). In this time, staff will cover a significant part of the A2 course, and it is therefore vital that students maintain **full** attendance in their current courses and tutorial. Students will confirm their final choice of subjects in September (see separate information sheet).

However, if your daughter / son is absolutely certain that they do not wish to continue with a particular subject at A2 level, they must discuss this with the subject teacher in the first lesson back. Once the decision is made that they want to give up a subject (after discussion with their Student Support Leader) they will not be able to re-join the subject in September 2010. There will also be a tutorial tide interview for each student during the period Monday 21st – Friday 25th June inclusive, when all students will be discussing their course choices and career plans with their Group Tutor and reviewing their progress.

I have enclosed additional information about upcoming events and procedures which I hope you will find useful. Students will have been briefed about these details before the start of their exam leave.

If you have not provided us with an e-mail address please complete and return the slip below, either by post, addressed to Student Services, or by asking your daughter / son to hand it in to their Group Tutor or Student Services in the Learning Centre, by Friday 18th of June. If you provided us with your e-mail address at the beginning of the year but it has changed since then, please could you update us with new details by completing the slip below. We are keen to improve our communication methods with parents and will be making use of e-mails more regularly in 2010-11.

Yours sincerely



Michael Jaffrain
Assistant Principal, Student Support

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To: Student Services (via Group Tutor), by Friday 18th June 2010.

From: Parent / Guardian of _____ Tutor Group: _____

I / We acknowledge receipt of the letter concerning attendance and arrangements for next year.

Signed: _____ Date: _____

My new email address is _____

Additional information:

Help with examinations and Higher Education/Careers

- Examination time can be a difficult period for students and there is a wide range of support available at college. Students have access to examination and revision tips and techniques on the Tutorial and Learning Resources pages of Moodle (i.e. the College Virtual Learning Environment) which they can access from home or college. They can also access subject materials on the subject Moodle pages.
- Information on the Moodle progression page is available for students to start working on their UCAS application or doing some research on progression/careers. This information is also on the Shrewsbury Sixth Form College website (www.ssfc.ac.uk) in the Parents section if you want to have a better understanding of UCAS, Gap Year and a whole range of progression/careers options.

Key information for the rest of the academic year

- The Induction course for new students is on Thursday and Friday, 1st and 2nd of July. There will be no lessons for current Year 1 students on those days. There may be opportunities during these two days for current students to volunteer to help prospective students settle in.
- Your son / daughter will be bringing home a Summary Report, including draft subject references, predicted grades and attendance summary, on Monday 5th July 2010.
- In April 2010 some students received invoices for payment of a contribution to exam fees as their attendance was below 90% for the whole year (a copy of their invoice is included if they were contacted). Thank you to those who have contributed; if your daughter / son's attendance has risen to above 90%, a cheque will be posted as refund. For those who have not yet dealt with this issue, payment is needed by 15th July. Failure to pay may lead to exam certificates being withheld.

Picking up new courses

- Those students who wish to start a new Year 1 course as part of their Year 2 programme should have indicated this during the March Tide. If there are any other students in this situation, they should see their Student Support Leaders as soon as possible. Places in most Year 1 courses are significantly limited.

Leaving college after completing Year 1 courses

- Any current student intending to leave College after completing their Year 1 course should see their Student Support Leader as soon as possible, if they have not already done so.

Results

- AS results are available for collection from the Learning Centre from 13.00 on Thursday 19th August, or students can arrange for their results to be posted home. Please ask them to check the procedures on the examinations page on Moodle if you are picking up results on their behalf.

2010-11 Academic Year

- Students will discuss their final choice of A2 courses with their tutor on Wednesday 1st September 2010. If there is concern about progression, e.g. they achieved below grade E at 'AS' level, or did not attend fully in the second half of the summer term, they will have to see subject staff as well.
- When looking at progression into Year 2 we review all aspects of the students' performance such as achievement, behaviour, attendance and maintaining the College's values.

- Year 2 students will receive a new timetable on their first day of teaching in September. Current students will be given more detailed information about these arrangements on return from their 'AS' exams.

Communications

- The last Parents' Focus Group for the 2009-10 academic year will take place at the end of June/beginning of July (date tbc). This is a chance for you to have an informal discussion about the college with a member of the Senior Leadership Team and other parents, share your views whilst enjoying a cup of tea/coffee. If you are interested in joining this group please contact Louise Pitt at lap@ssfc.ac.uk
- Do not hesitate to contact the college if you need more information on 01743 235 491. Alternatively you can contact us via info@ssfc.ac.uk
- For compliments and complaints/concerns or feedback on this information please use parents@ssfc.ac.uk