



March 2025

## Sixth Form Term 4 Update & Expectations

Dear Student, Parent and Carer,

As we move towards Easter half term, I thought it was imperative that I write to you with some important updates that will affect all Sixth Form students in Term 5.

As Director of Sixth Form my main priority has always been, and always will be, about the progress and success of all year 12 and 13 students whom I am responsible for. As of late, some students are starting to test the boundaries and are failing to meet my high expectations. Whilst this is not unusual at this point in the year, I do not want this behaviour and poor character to have a direct impact on their progress, success and educational experience as they approach their exams.

My main concerns surround the following areas and I urge all parents and carers to support the promotion of positive behaviour and timeliness in their children by discussing the following:

- Attendance and punctuality to school and lessons
- Attitude to Learning and Independent study time
- Uniform expectations
- Completion of homework
- Mobile Phone Usage

To ensure that we are all on the same page, the following will be consequences for not following policies and procedures relating to the above:

### Attendance and Punctuality

Students are expected to be in school every day, 8:30am-3pm on a Monday, and then 9am-3pm for the rest of the week. Failure to attend school and lessons on time will result in students making up the time on a Friday after school. Please may I remind all parents and carers that all Sixth Form absences must be reported to the new Sixth Form Pastoral Manager Mr Osmond at [jake.osmond@aylesford.kent.sch.uk](mailto:jake.osmond@aylesford.kent.sch.uk), or to Mrs Dighton at [amie.dighton@aylesford.kent.sch.uk](mailto:amie.dighton@aylesford.kent.sch.uk). Absences that are not reported will be recorded as unauthorised and this might impact on references or University applications further down the line.

### Independent Study Time

From Term 5 we will be operating a 'traffic light' system for study sessions. Previously we have put study sessions all on students timetables and have received some backlash for this. We have now taken student voice into account and this will now be structured based on student progress. Any student who is up to date in all of their subjects and achieving their target grade will be able to take control of their own study time and so these will not be timetabled (green). Any student who is behind or under target in one of their subjects will be timetabled with 3 independent study sessions a week (amber). Any student who is behind in more than one subject will have a study session every single day (red). These study sessions are non-negotiable and students will be expected to come to the sessions with work, if they do not bring work then they will be provided with some by Mr Osmond. Any student that fails to arrive to their study session will again need to make up the time on a Friday after school.

### Uniform Expectations

Currently the Sixth Form Uniform policy is smart office wear on a Monday, Tuesday, Thursday and Friday, and students can wear their own clothes on a Wednesday. If students fail to wear smart office wear on the required days, then I will remove

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this privilege completely. Equally, if students can get this right every day, then I will look at extending the own clothes days to a Friday also. Please see the table below for uniform expectations for a Sixth Form student for smart office wear. Any student who attends school in the incorrect uniform will have their phone confiscated until the end of the day, this follows the whole school uniform policy as we strive to be a school who follows attire for the world of work.

Males	Females
No Trainers, sliders or Crocs No Jeans No Tracksuits/ Hoodies Smart shoes/boots (Black, Brown, Grey) Plain polo shirt (Small logo permitted) Tailored trousers Chinos/Chino Shorts Tailored Shorts Shirt Tie (Optional) Blazer (Optional) Smart jumper (Small logo permitted) Smart Cardigan (Small logo permitted)	No Trainers, sliders or Crocs No Jeans No Leggings No Tracksuits/ Hoodies No spaghetti straps Smart shoes/boots (Black, Brown, Grey) Dresses Skirts Tailored trousers Tailored shorts Shirts Tops covering shoulders and chest area
<b>NB- Please note all of the above should be of an appropriate length.</b>	

### Completing of Homework

Homework is an integral part of consolidation of learning and students should be completing the work set, either at home or in their independent study sessions. It is expected that most 'A' level students need to work for a minimum of between 14 and 16 hours per week OUTSIDE of lessons. A good rule of thumb is to assume that for every taught lesson they receive, they should be completing another hour's worth of work outside of that lesson. Failure to meet deadlines will result in a student completing the required work after school.

### Mobile Phone Usage

In a day and age where technology is at the forefront of everything we do, I understand it's importance to all young adults, but not at the detriment of their learning. Students should not have their phones out during lessons or independent study sessions, and where they do, again their phone will be confiscated. Students have ample time to be on their phones at break, lunch and during 'free' lessons.

### Key Date

Please be reminded that Sixth Form parents evening is on Thursday 3<sup>rd</sup> April 4-7pm. Communications about this have already been sent out electronically from the main school office. For some of you this will be the last time that you meet teachers before A level exams start, so it is imperative that you attend. If you require an alternative time to attend parents evening, please contact Mrs Dighton on the email already provided in this letter.

Although the vast majority of students are getting this right, it is important to remind everyone of what is expected and accepted at school so that all students are able to meet the standards with no confusion.

Thank you for your support.

Yours sincerely



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