



23<sup>rd</sup> April 2018

Dear Parent(s)/Guardian(s)

I am writing to introduce myself as the new Head of Sixth Form at The Ladies' College and express my delight at being appointed to this role to continue and evolve the amazing work done by Dr Vanessa Mitchell and the rest of the team.

The Sixth Form at The Ladies' College presents an exciting, challenging and fulfilling two years in a fantastic environment for girls to develop their full potential. Opportunities abound for acquiring and using key skills for the future.

I have been Head of Art and Design at The Ladies' College since 2016 and I am in my nineteenth year of service as a teacher, working across diverse schools both in the UK and internationally.

During my years of service, 12 of which have been spent as a Sixth Form tutor, I have also been part of a large Sixth Form Leadership team and a Careers coordinator, so my experience and knowledge is extensive. I relish the opportunity to support students through their A-levels and wider curricular activities and in the latter stages of the Sixth Form, their UCAS applications and preparations for whichever path they choose, post-secondary education.

Students in the Sixth Form develop strong relationships with their tutors, colleagues and Head of Sixth Form. As we build towards their university or work applications and public examinations, they need plenty of support from home and school. I am keen to maintain close contact with tutors, subject staff, and parents to help guide and support each student through the Sixth Form. Experience has shown me that strong communication with all parties is crucial for the students' success.

The first point of contact in the Sixth Form is your daughter's tutor, however, please feel free to contact me if you have any questions or anything that relates directly to the well-being or success of your daughter in the Sixth Form.

I look forward to meeting you in the near future.

Yours sincerely,

Emma Clements

**Head of Sixth Form**

**[eclements@ladiescollege.ac.gg](mailto:eclements@ladiescollege.ac.gg)**