

25<sup>th</sup> October 2019

Dear Parent(s)/Guardian(s)

### Upper Sixth Progress Reviews

A copy of your daughter's Progress Review is now available on the Parent Portal.

### Understanding the Progress Review

- Keeps to deadlines (Yes/No)
- Engagement in lessons\*
- Current performance grade
- UCAS target grade
- Attendance concerns (Yes/No)
- Target for improvement (added where necessary)

**\* These headings will be answered with a number**

**1 = good, 2 = satisfactory, or 3 = needs to improve**

If you have any queries or concerns about this Progress Review, please email me [eclements@ladiescollege.ac.gg](mailto:eclements@ladiescollege.ac.gg) in the first instance.

### UCAS Applications

Students applying to UCAS to go to University should have now drafted their Personal Statement and made an appointment to see their referee. The College deadline for UCAS applications is **Friday, 29<sup>th</sup> November 2018**. Students who are applying for employment locally should be working on finalising their Curriculum Vitae.

### Winter Uniform

- Black or Navy coat with red scarves
- Dark coloured tights
- Low-heeled black shoes or ankle boots.

The Upper Sixth are looking very smart in their uniform and we ask for your continued support to ensure that they wear their uniform with pride as they are our unofficial ambassadors when seen out of College by the general public. We do not condone the wearing of skirts that are extremely short and **we do not allow facial piercings or more than one piercing in the ear**. We ask that these are removed before returning after half-term.

Now that the autumnal weather is upon us, please check that coats and footwear conform to our uniform regulations. Girls are reminded that hoodies and ugg-style boots are not acceptable as part of College uniform. Please refer to the uniform section of the Sixth Form handbook for full details of the Sixth Form uniform.

## **Punctuality/Attendance**

All Sixth Formers have been reminded of the importance of registering with their tutor at 08:25. The Sixth Form are important role models for the younger girls and late arrival does not set a good example. Genuine reasons for lateness do, of course, arise but a phone call or email to reception is much appreciated so we can fulfil our duty of care to your daughter. This also includes planned absences, including driving lessons, which we require written confirmation. For your information the email address for late(s)/absences is [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg). If students miss registration they must sign-in at reception - a list is kept of all girls who continually sign-in late.

Punctuality is important for several reasons: you will appreciate we are in an extremely difficult position from a health and safety perspective if we do not know where students are. We are legally obliged to hold regular fire drills and must account for the whereabouts of every student on our roll; prospective employers and universities frequently require a report of attendance and punctuality from us.

If a student has to leave the site for an unexpected reason, other than to attend a lesson at Elizabeth College, she must obtain a permission slip from reception and ask a senior member of staff to sign it and the permission slip should then be handed in at reception.

## **Balance of school work, co-curricular activities and part-time employment.**

It is very important that students do not undertake an excessive amount of paid work during week day evenings as we do advise students that each subject should involve 5 hours of independent study per week. We have been aware in the past that when students over-commit themselves, it has a detrimental effect on their well-being and studies. It is very important for girls to have some time to relax during the week and at weekends.

I have been so proud of the Sixth Form students this half-term. They have taken part in a number of co-curricular opportunities which have broadened their knowledge and strengthen their skills. Personal highlights for me are; watching the Management Shadowing presentation and the engaging assembly by the Senior Prefect Team. Furthermore, I have been very impressed with the girls' attitude and work ethic. In general, I have received very good feedback about the Upper Sixth. Clearly, they are adjusting well to the demands of their year 2 courses.

As always, if you do have any queries, or if you are at all concerned about your daughter, please do contact your daughter's form tutor.

We wish you and your daughter a good half term and look forward to welcoming her back, rested, after the break.

Yours sincerely,

*E. Clements*

Miss E Clements  
**Head of Sixth Form**