

1st July 2020

Dear Parent(s)/Guardian(s)

Remove, Lower Four, Upper Four and Lower Five End of Year Reports

We are very pleased to inform you that your daughter's end of year report will be available on the Parent Portal today. As College examinations were cancelled your daughter's teachers have used a range of assessments from before, during and after the period of remote learning to produce a holistic report. Teachers will generally have commented on your daughter's engagement, effort, quality of work and progress, along with offering guidance for future improvement. Lower and Upper Four reports also contain the Michaelmas standardised scores while Lower Five include the Target and Mid-Term Assessment (MTA) from January. Our remote learning provision, combined with an early return to College, has helped to minimise the impact of the disruption and teachers will continue to monitor, assess and guide over the next academic year with this in mind.

We hope that your daughter is encouraged by her report and it will add to her confidence, as she is able to see the progress made. We also hope that you will be pleased to read the feedback and celebrate your daughter's achievements, whilst considering how to approach next year.

Numerous checks are carried out during the process of writing and finalising your daughter's report, however, should you notice any errors or if you have any concerns or queries, please do not hesitate to contact us and we will amend as required.

Information for September 2020 – Year Co-ordinator team

I know that Mrs Clancy will give more detail regarding staffing in her end of term letter to you, however, I am delighted to advise you of Year Co-ordinators who will be working to support your daughter, alongside her form tutor for the next academic year.

Form Tutor List for 2020/2021

YEAR GROUP	TUTOR	ROOM
Mrs S. Appelqvist Remove Co-ordinator		
Remove X	Miss I Ellen	2
Remove Y	Miss F Barclay	1
Remove Z	Miss C Alston	6
Mr T. McGovern Lower Four Co-ordinator		
Lower 4X	Mrs B Henderson	9
Lower 4Y	Miss J Moon	4
Lower 4Z	Miss C Le Maitre	14
Mrs B. Smith Upper Four Co-ordinator		
Upper 4X	Mrs R McGregor	17
Upper 4Y	Miss B Bathany	8
Upper 4Z	Mrs C Feldmesser	7

Mrs M. King Lower Five Co-ordinator		
Lower 5X	Ms S Ace - Hopkins	3
Lower 5Y	Miss E Johnson	22
Lower 5Z	Mrs K. Elders	16
Mrs C. Gribbens Upper Five Co-ordinator		
Upper 5X	Dr E Whelband	5
Upper 5Y	Mrs C Montague	11
Upper 5Z	Mr J Smith	18
Miss E. Clements Head of Sixth Form		
Lower 6A	Mrs Z Ellis	21
Lower 6B	Dr K Marshall	JLab
Lower 6C	Dr S. Smith	20
Lower 6 D	Mr D Bolt	Art3
Miss E. Clements Head of Sixth Form		
Upper 6A	Miss E Dudin	LC
Upper 6B	Mr D Herschel	23
Upper 6C	Miss Hagedorn	LC
Upper 6D	Mr P Hill	19

Start of Term Arrangements Monday 7th September 2020

New Remove – arrive for 0830 and go to Form Rooms
(photographs from 0910)

Lower Four – arrive for 0900 and go to Form Rooms
(photographs from 0940)

Upper Four – arrive for 0930 and go to Form Rooms
(photographs from 1010)

Lower Five arrive for 1000 and go to Form Rooms
(photographs from 10:40)

Upper Five arrive for 1000 and go to Form Rooms
(photographs from 11:10)

Lower Sixth arrive for 09:00 and go to Leaf Centre –welcome from Miss Clements then off to Form Rooms with tutors.
(photographs from 13:20 and lunchtime)

Upper Sixth arrive for 10:00 and go to Leaf Centre –welcome from Miss Clements then off to Form Rooms with tutors.
(photographs from 11:40 and lunchtime)

We hope that you all have a restful and enjoyable summer break. We look forward to welcoming your daughter back to College on 7th September.

Yours sincerely,

Vanessa Mitchell

Dr V. Mitchell

Deputy Principal (Pastoral)