



July 2017

Dear Parent/Guardian and students

Year 12 Reports

Please find enclosed the end of Year 12 report. This document has been put together by subject staff in preparation for the completion of UCAS references in the autumn term. Staff have been asked to be as positive as possible in their comments with regard to student performance. UCAS grades will be revisited in September. Please note that Mr Bridgwater will be overseeing the UCAS process and he can be contacted at neil.bridgwater@braintreesixthform.com.

AS Results

AS results are published on Thursday 17 August and can be collected from the library between 11.00am and 12.00pm. For those that have sat GCSE examinations this year, these results will be available for collection on 24 August between 9.00-11.00am. If you are unable to attend to collect your results then you can send a friend or relative but the person collecting the results must have photo ID with them and a letter of consent signed by the student. This can also be emailed directly to our Exams Officer at natalie.musson@notleyhigh.com. Without this consent, results will not be issued. If there is no-one available to collect your results, you can also send a SAE to Mrs Musson and she will post the results home for you.

On collection of your AS results, students should ensure that they see a member of the Braintree Sixth Form leadership team before they leave to confirm progression into Year 13 and to confirm subject arrangements for next year.

Lockers

As we approach the end of term, students must also ensure that they remove the locks from their lockers and also empty their lockers to allow for these to be cleaned over the summer. Lockers will then be made available to students on their return in September.



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Changes to the Sixth Form Day

With effect from September 2017, there have been some changes to the timings of the Sixth Form day. Period 1 will be from 9.00am to 10.00am. Period 2 will be from 10.05am to 11.05am. TP3 will also move to TP1 and will now include assembly. Students should still aim to be on site for 8.40am, despite period 1 not starting until 9.00am, as individual tutorials will take place during this time.

Start of Term

Please note that the first day of term for Year 13 is Wednesday 6 September and students will be expected to arrive at 8.40am.

Library Books

We would like to remind students that all library books, including textbooks, relating to A Level courses that students may no longer be studying should have now been returned to the library.

Leadership

As you will be aware, I will be on maternity leave as of September 2017. With effect from 4 September 2017, Mr Miller will be the Acting Head of Sixth Form. Mr Miller is our Faculty Leader for Social Sciences and is looking forward to overseeing the Sixth Form next year, as well as retaining his responsibility for Social Sciences. He has been teaching in the Sixth Form and is already familiar to many of the students. Mr Miller and I have been working closely to ensure a smooth transition.

I would like to take this opportunity to wish Year 12 students the very best of luck for the next year and I look forward to seeing them on my return. I wish you all a relaxing and enjoyable summer.

Yours faithfully



Mrs H Sutton
Assistant Headteacher – KS5