



7<sup>th</sup> January 2021

Dear Sixth Form

Following the recent letter from Mr Devenney, I just wanted to contact you regarding what this means for Years 12 and 13. We know that you would prefer to be attending school, receiving an education from your teachers in classrooms. However, we do not want you to be disadvantaged by the current situation and so we have been working hard to ensure your learning is not disrupted. More information will be coming to you with regards to the awarding of grades as a result of the cancellation of A level examinations, but the key message is to give your FINEST performance in each and every lesson and task set by your teachers over this half term.

**Structure of the School Day for all students –including Year 12 and 13:**

To begin with, we are going to change the timings of the school day so that every year group follows the same schedule. From Monday 11<sup>th</sup> January, your lessons will now follow these timings. During your tutor time and lesson time ensure you are sat at a table or desk and that you have all the materials you will need for your lessons. When it is your break time can I recommend that you go for a brief walk, do some stretches, and make yourself a drink or snack. This will ensure you are ready for your next lessons

Lesson	Times
Registration	8.45 - 8.50am
Lesson 1	8.55 - 9.45am
Lesson 2	9.50 - 10.40am
Break	10.40 - 10.55am
Lesson 3	10.55 - 11.45am
Lesson 4	11.50 - 12.40pm
Lunch	12.40 - 1.10pm
Tutor time	1.10 - 1.25pm
Lesson 5	1.30 - 2.20pm
Lesson 6	2.25 - 3.05pm

**Curriculum - Key stage 5:**

The class teacher will deliver all lessons via MS Teams, as per the timetable, however not all lessons will be full teaching sessions and this will be dependent on the work that is required for that lesson and at the teachers discretion.

You will receive invitations to MS Teams lessons in your email inbox. Once you have clicked accept to a MS Teams meeting, the lesson will appear on your Outlook calendar. To help you, your teachers will also put MS Teams invitations links in the lesson information on Show My Homework.

For your lessons that are not on MS Teams, your class teacher will either:

- Set you work to do in your booklet
- Create a PowerPoint for you to use alongside your booklet, or,
- Create 10-15 minutes YouTube video for you to use alongside your booklet

All details will be posted on Show My Homework and so you must check this daily. Some guidance on the easiest way of viewing your work on Show My Homework is attached to this email. If you need support or there is something you do not understand, you should email your teachers during the subject lesson time to ask for help.

It is essential that all students attend all of their lessons and are on time. We expect full attendance.

### **Learning Expectations:**

We do not yet know how we will assess students in Year 13 and the students in year 12 who will have BTEC exams. It is therefore essential that all students engage fully with all lessons and complete all the work expected to an excellent standard.

### **Tutor Time**

You will notice that there are two short tutor-time sessions each day. This will allow you to keep in contact with your form tutor and your tutor group.

### **Behaviour**

We expect the FINEST behaviour at all times. Our behaviour procedures will operate as normal when you are learning on-line. Your teachers will follow the class code of conduct to deal with any disruptive or inappropriate behaviour. They will warn you once and then remove you from the lesson. This will be recorded at school and go on your SIMS record and your parents will be contacted. If you are removed from a lesson you will not be allowed into your next online lesson for that subject. It is important you are fully engaged in your learning to ensure you make good progress in all your subjects.

We will also continue to reward your hard work and effort through our Golden Ticket reward programme.

### **Well-being**

We will be sending you a MS Forms about your well-being everyday. This will be an opportunity to tell us how you are feeling and for you to ask if you need any further support. Your well-being is really important to us during this difficult time and we are always here to support.

### **Support**

If you have any concerns please get in contact with any of the Sixth form team. We are all here to help. If you have IT issues, we will ask you to come into school to work in S block.

Mrs Norman - Director of Sixth Form

[bnorman@carshaltongirls.org.uk](mailto:bnorman@carshaltongirls.org.uk)

Miss Bevan - Head of Year 13

[lbevan@carshalrtongirls.org.uk](mailto:lbevan@carshalrtongirls.org.uk)

Miss Cherry -Head of Year 12

[mcherry@carshalrtongirls.org.uk](mailto:mcherry@carshalrtongirls.org.uk)

Mrs Connolly -Sixth Form Administrator and Pastoral Support

[hconnolly@carshalrtongirls.org.uk](mailto:hconnolly@carshalrtongirls.org.uk)

### **Year 13**

UCAS information:

Please continue to track your applications.

Track applications

<https://www.ucas.com/undergraduate/after-you-apply/track-your-ucas-application>

Decisions and offers

<https://www.ucas.com/undergraduate/after-you-apply/ucas-undergraduate-types-offer>



Once you have heard back from all your choices, you will need to pick a FIRM and INSURANCE choice.

**-Firm choice** is essentially her first choice and should be the university that you want to go to.

**-Insurance choice** is the back-up choice and ideally lower in offer. It should still be a university that you are happy to attend.

### Student Finance

<https://youtu.be/xako-efREBs>

Applications for full-time undergraduate student finance are expected to open at the end of February! Follow Student Finance England on [Facebook](#) and [Twitter](#) - they will tell you when to apply. Mark Alger from Kingston University will also be delivering an in-depth presentation that we will share with you in due course.

### **World of Work students**

You need to book in an appointment via email and have a 121 session with Mrs Phelps-Gardiner online [dphelps-gardiner@carshaltongirls.org.uk](mailto:dphelps-gardiner@carshaltongirls.org.uk)

Can I also direct you to the Sixth form SharePoint area. This contains study resources and resources for well-being too. <https://chsg.sharepoint.com/sites/SixthFormStudySupport2>

Each week Miss Bevan and Miss Cherry share their bulletin with you and your tutors, this details specific support for the students and outlines opportunities that you can get involve in both during lockdown and out of lockdown too.

### **Year 13 Exam Preparation Evening**

In light of the current situation, this evening has been postponed until further notice.

We know that this is not the way you imagined 2021 would be and for Year 13, your final full term at Carshalton High School for Girls. May I encourage you to stay patient, continue to work hard and remember to stay in contact with your friends and us.

We will get through this and be stronger for it if we support each other and stay positive. We look forward to welcoming you back to the school when it is safe to do so.

Kind Regards

Mrs Norman

Assistant Headteacher/Head of Sixth Form

