



# John Port Spencer Academy

**Headteacher: Mrs K Squire NPQH BSc (Hons)**

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9<sup>th</sup> July 2018

Dear Prospective Student / Parent / Carer

The purpose of this letter is to give you information about the Transition Work that needs completing before September, confirming your place at John Port Spencer Academy Sixth Form on results day, Thursday 23<sup>rd</sup> August 2018, and joining the Sixth Form in September 2018. Please try to keep this safe as it contains some important information.

On results day the Sixth Form team will be in EC1; when you have collected your results please also check the envelope for a letter from the Sixth Form which will inform you of whether you have been successful in meeting the conditions for a place in the Sixth Form. If you have been successful, you will need to see the Sixth Form team and sign the sheet accepting your place; this also confirms your subject choices. This will then allow us to produce a timetable for you.

A member of the Sixth Form team will be available at the school on Thursday 23<sup>rd</sup> August 2018 and Friday 24<sup>th</sup> August 2018 from 9.30am – 12.00pm should you need to discuss your choice of subjects in light of your results.

For external candidates, please contact the school by telephone, or in person, on Thursday 23<sup>rd</sup> August 2018, to confirm both your examination results and your intention to continue your studies at John Port Spencer Academy Sixth Form. You will also need to provide a copy of your results.

The first day of the new academic year is Wednesday 5<sup>th</sup> September 2018. Please ensure that you arrive by 8.45am and are seated in EC1 (Examination Centre room 1). You will be allocated to a tutor group and your tutor will finalise your programme of study. Please bring the following with you on the first day:

- a) **Writing equipment and lined paper**
- b) **Subject transition work**

Sixth Form lockers can be reserved in advance using Parent Mail, the cost is £5 for the year.

The first 3 weeks of term will be a probationary period, ending on Friday 21<sup>st</sup> September; at the end of this time we will assess the following to determine a student's suitability for the course:

- Attendance
- Behaviour for learning and conduct
- Satisfactory completion of transition work
- Uniform
- Subject teachers' feedback

Before starting Sixth Form students should complete the transition work for the subjects they wish to take at A Level/BTEC using the following link <https://goo.gl/mV13pK>.

The transition work can also be reached by scanning the QR code below which will take students directly to the folder:



## **Sixth Form Uniform 2018 - 19**

The Sixth Form dress code is “formal business dress” for all students, by this we mean:

- either a two piece trouser suit (i.e. matching jacket and trousers) with plain formal collared shirt
- tailored trousers or skirt and a matching jacket with formal blouse, or a business dress

A smart cardigan may be worn in addition to a jacket.

**Jewellery** should not be excessive. One pair of small ear lobe studs only is permitted, and can only be worn in ear lobes. Other facial or body piercing is not permitted at school and students will be required to remove them if worn.

**Hair** should be a sensible style with no extremes of fashion. Any hair accessories should be in keeping with business wear. Hair that is dyed a bright colour is not acceptable.

**Outdoor coats** can be worn in transit to and from school and from one building to another but should be removed inside all buildings.

### **The following items are not permitted:**

- Denim or Leather jackets
- Hoodies or Sweatshirts
- Trainers, canvas shoes (e.g. Vanns, Converse)
- Stretchy or vest style tops
- Leggings or jeans
- Baggy jumpers/cardigans
- Shorts or short skirts / dresses

If a student is dressed inappropriately we reserve the right to send the student home to change.

**Final decisions on any particular uniform issues are at the discretion of Miss Jones.**

I look forward to seeing you on results day – don't forget to sign to confirm your options and your place at John Port Spencer Sixth Form.

Yours sincerely



Caroline J Randall  
Deputy Director of Sixth Form