



# ST EDMUND'S CATHOLIC SCHOOL

Old Charlton Road Dover Kent CT16 2QB  
Telephone: 01304 201551 email: office@st-edmunds-dover.kent.sch.uk Fax: 01304 202226

Headteacher Mr M Wilson BSc(Hons)

Year 12/13

December 2016

Dear Parent/Carer,

It is with great pleasure I am writing to inform you that I will be supporting your son/daughter, together with Mr Jukes, as Key Stage 5 Leader with effect from January 2017.

My main aim is to concentrate on specific key areas so that Year 12 and Year 13 students meet the high expectations we have and that every student continues to reach their full potential. I will be raising the expectations in attendance, punctuality, sixth form uniform, behaviour and academic progress, but I will also need your help to ensure that these expectations are met.

I would like to remind you and your son/daughter of the school expectations for our sixth form students:

- Make up and jewellery - the school policy states that no makeup is allowed, this includes nail varnish, fake nails and false eye lashes. Also stated on the policy are clear guidelines for jewellery, *'students must only wear one pair of small studs, no other jewellery is permitted'*.
- Sixth Form Uniform – black trousers/skirts, white shirts, black blazers, black jumpers/cardigans and black shoes.
- Mobile telephones and earphones are not allowed in lessons and will be confiscated.
- Sixth form students are only permitted to leave the school site at lunchtimes. Students are to use study periods to complete their work and enrichment activities - they are not allowed off the school site at this time or at breaktime.
- Illness – if a student feels unwell during the school day, they are to report to the school office and the office will telephone home to inform parents/carers. If a student does not come into school in the morning due to ill health, please telephone and leave a message for the Attendance Officer at the school as soon as possible; otherwise the absence will be recorded as 'unauthorised' and will affect their overall attendance percentage.
- Appointments – should your son/daughter have an appointment during school hours, parents must contact the school in advance to inform us; this can be by telephone, letter or a note in the student's diary. Failure to notify the school will mean that the student will not be allowed to leave the school site.

A full enrichment programme will commence from 3<sup>rd</sup> January 2017 and will involve students contributing to the school and their 'houses'.

contd over....

*'A learning community, a faith community, a vibrant, forward looking community'*.



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I welcome your support to ensure high expectations are met. The Year 12 and Year 13 students are role models for the rest of the school and they should be setting the tone for younger students to follow around these expectations. If expectations are not met, then the student will face a consequence in line with our behaviour policy.

Please can I reiterate that your son/daughter comes to school on time, wears the correct uniform and brings the correct equipment with them.

Thank you for your full support and co-operation with this. Should you have any queries or wish to discuss any concerns you may have, please do not hesitate to contact me.

Yours faithfully,

Ms C Hellyar  
Key Stage 5 Leader

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