

St Crispin's School

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CCL/sh

14th June 2018

Dear Parent/Carer

A Very Big Welcome to St Crispin's Sixth Form

This letter will give you all the details you and your son/daughter need to begin life as a Sixth Former here at St Crispin's.

Induction Days

Our induction days are on **Monday 2nd July and Tuesday 3rd July 2018.**

These days are important for your son/daughter's transition as they allow them a formal introduction to the Sixth Form way of life, including a chance to experience lessons in their chosen subjects. Students also have the opportunity to partake in team-building activities.

	Induction Day 1: Monday 2nd July	Induction Day 2: Tuesday 3rd July
When:	11am – 3.10pm	9am – 3.10pm
Where:	Science Lecture Theatre	Taster lesson shown on timetable given on Day 1
What:	Welcome Reception Taster lessons	Taster lessons Teambuilding

We plan for a prompt start in the Science Lecture Theatre so students should **arrive from 10.40am** onwards to ensure they are seated and ready for **11am**.

Following the Welcome Presentation on Monday 2nd July, we are treating students to 'lunch on us' in Cucina. Students must remember to bring their Cucina lunch card which will have £2.50 on it courtesy of the Sixth Form Team. Of course, students are free to upload more funds and/ or bring their own refreshments for both of the induction days.

Students should bring **a pen and paper** on both induction days, along with payment for their Sixth Form subscriptions which is detailed below.



Sixth Form Dress Code

Please ensure your son/daughter follows the **Sixth Form Dress Code** – details of which are attached to this letter - for both induction days. Please note, students will be provided with lanyards and identity cards on the first day of term.

Further clarification will be given during the first day's presentation which will include a demonstration of how to wear the new Sixth Form dress code. If your son/daughter is unclear about what to wear on the induction days, it would be appropriate for them to wear their black school trousers/ skirt and a shirt or collared blouse. We will happily answer any queries regarding uniform during the induction days.

Sixth Form Subscription

We ask all students to pay a one-off Sixth Form Subscription fee of £25.00. This is used to provide the students with celebratory end of term breakfasts; trips day activities; outside speakers; it supports the Sixth Form in hosting charity events; and it provides the entertainment and refreshments for Year 13 leavers' day.

We kindly request that these fees are paid **by Friday 7th September**. Payment procedures can be found at the end of this letter.

Results Day – Thursday 23rd August

School will be open between 9am and 11am for students to collect their results from the Restaurant. Members of the Sixth Form team will be available until 2pm to meet with any students who have not met the entry requirements for their Sixth Form options. If your son/daughter is unable to attend on the day and has concerns or queries following their results, they can contact us by email (yeatman@crispins.co.uk). The Sixth Form Team will check and respond to these before Tuesday 4th September.

Should your son/ daughter need a further opportunity to confirm Sixth Form subject choices following on from this communication, the team will be available to meet with them during the afternoon of **Tuesday 4th September**. We will contact your son/daughter should we need to see them on this date.

Starting Sixth Form in September

The first day of term is **Wednesday 5th September**.

Students are to meet in the Sixth Form Centre Atrium promptly at 8.30am for a welcome assembly with the Sixth Form Team.

Sixth Form Information Evening – Thursday 20th September

We would also like to welcome parents to an information evening on **Thursday 20th September** when you will have the opportunity to meet the Sixth Form Team, learn about how the Sixth Form works and ask any questions you may have.

The evening starts at 7pm and will be held in The Sixth Form Centre. It is anticipated that the event will last one hour including the opportunity to ask questions.



If you wish to attend please could you complete the below form by clicking on the link below.

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObbmK5_082HfFHu3JDN05LcaFUMFQwWVFPMTBWMloyRFdTENVRIWTVMQIRHNY4u

Thank you

Thank you for taking the time to read this letter – we very much look forward to supporting your son/daughter in the next crucial stage of their education. If you have any questions or concerns please do not hesitate to get in touch, in the first instance, with Mrs Spooner, the Sixth Form Administrator, by telephone or email (spoonerk@crispins.co.uk).

Yours faithfully

Mrs C Collett
Head of Sixth Form

Mr C Yeatman
Head of Sixth Form

Payment Procedures – We ask you to use the on-line payment system to pay for this particular trip/activity if possible. Payments can be made online by debit or credit card. However, we would be very grateful if you could use a debit card as the school is charged a higher fee for payments by credit card. If you have an online account, please proceed as normal. If you have not previously created an online account please email onlinepayments@crispins.co.uk to request a Pupil Link Code and a list of instructions. If you choose to pay by cheque please ensure that the student's name, form and the name of the trip / activity are clearly written on the back of the cheque, which should be made payment to **'St Crispin's School'**. If paying by cash it must be in a sealed envelope with the students' name, form, amount enclosed, trip/activity clearly written on the outside.