

Dear Parent/Guardian of Year 12 student,

Congratulations once again to your child for successfully enrolling at St Paul's Way Sixth Form. I am delighted to inform you that we had a successful Induction period and shared plenty of information with our students to ensure a successful time in our sixth form. I have summarised some key information below which may be useful for you to refer to. At the bottom of the letter is a link to the sixth form Handbook with further details of information you need to know.

Form tutors

All pupils are allocated a form class which they attend daily at 1:15pm. Their tutors listed below are their first point of contact on a day-to-day basis.

12S – Mr M Perkins

12T – Mr B Abdullah & Ms R Green

12P – Mr M Said & Mr M Kurshid

12A – Mr N Ahmed

12U – Mr D Santos

12L – Mr M Crossley

Punctuality and attendance

Students should maintain 100% attendance and punctuality throughout their time at sixth form to allow for the best outcomes throughout their time here. In the case of genuine illness, the **parent/carer** should call the school **by 8:30am** for **each day** of absence. Further guidance is provided in the Handbook linked at the bottom of this letter.

Lunchtime

Students can top-up their SIMs Pay account to purchase food in school at break and lunchtime. They also have the option to leave the school site for **lunchtime only** but must return on time to attend their form session. Students are also welcome to bring a packed lunch to school.

Lessons and study periods

All timetabled lessons and study periods must be attended on time with all necessary equipment so students are ready for learning. Study periods are all completed on site in the sixth form study area and a register is taken at the beginning of the session. Students have access to the library, silent study spaces and laptops to complete independent study and homework.

Homework

Students are to receive 8 hours of homework per subject per week which will be set on Microsoft Teams. All students are responsible for checking Teams daily and organising their time to ensure all homework is completed and submitted on time of a high standard. Failure to do so will result in a homework See Me on the due day. This consists of a 15 minute See Me followed by a compulsory 45-minute homework catch-up. Students should inform their parent/carer if they are expected to attend. Your support in regular conversations with your child about their homework and progress would be beneficial in keeping them on track to success.

After school study

On site facilities are available for students to study from 8am before school until 6pm after school with staff supervision. It is the responsibility of the students to inform their parent/carers if they are remaining on site to complete their studies.

St Paul's Way Trust School, 125 St Paul's Way, London, E3 4FT - Web: www.spwt.net - Telephone: 020 7987 1883 - Email: admin@spwt.net

Mobile phones and listening devices

Mobile phones and personal listening devices such as headphones and earphones are prohibited around the school site. Any students seen to be using them will have the item confiscated and a parent/carer will be required to collect them. Students can only use them at break and lunch time in the sixth form study area or once they have left the school site.

All other information can be found in the **Sixth Form Handbook**: <https://www.spwt.net/sixth-form/handbook>

Should you have any queries, please do not hesitate to contact us on 020 7987 1883 and we would be happy to help you.

Thank you for your support and I look forward to speaking with you and sharing successes over the coming years.

Yours Sincerely



Hasika Bhudia (Head of Sixth Form)