



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: DR/JR/CAG

Your Ref:

Date:

15 December 2016

Dear Parent/Guardian

I am writing to you at the end of an exceptionally busy term but one that has seen significant successes for a number of our Sixth Form students. With many of our Year 13 students having already secured conditional and unconditional offers at their preferred university choices, there has been plenty to celebrate at the close of 2016. Please find below a number of pieces of important information that are relevant for our Sixth Form. I will ensure a copy of this letter is uploaded to our website for your future reference.

## January 2017

May I remind all students and parents/carers that we return to school on Wednesday 4 January, starting at the normal time of 8.45am. However, Sixth Form students studying programmes at Cardinal Griffin Catholic College should be aware that the new term starts at CGCC on **Tuesday 3 January**. Therefore, Sixth Form students who have lessons at Cardinal Griffin on a Tuesday should attend as normal.

## UCAS Applications

The vast majority of our Year 13 university applications are now complete. For the small number of students yet to submit to UCAS, may I remind everyone that the deadline is Sunday 15 January 2017 at 6pm.

## Sixth Form Mock Exams

When we return, all students who are studying programmes that will involve an external exam in the summer will enter into a mock exam season from Friday 6 January until Monday 16 January. All students have been provided with a personalised exam timetable, which clearly states the title of the exam, the duration and room in which the exam will take place. All students have also been provided with a Guidance Booklet, which outlines in detail the information students need to be aware of in terms of protocol and procedures of sitting exams at CCHS. Please may I ask that all students and parents/carers familiarise themselves with this guidance.

The mock exam season is intended to emulate the real experience as closely as possible. Therefore, the vast majority of exams will take place in Upper School Hall.

In order to support all students during this time, the Sixth form Centre will strictly be a silent study area during lesson times. Students are reminded that they should be attending lessons as normal when not in exams.

A small number of students will have clashes of exams and in such instances students will be isolated and complete the exam separately. If any students foresee any other issues, please may I encourage them to inform me, Miss Roden or Mrs Fellows, Exams Officer, at the earliest opportunity. For any student where any other kind of special circumstances have had to be arranged, students have been informed personally.

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

We have scheduled all mock exams, both for subjects studied at CCHS and those studied at Cardinal Griffin Catholic College, within a much shorter window this year in comparison to last to ensure we minimise the disruption to teaching time and get students back into lessons, learning new content, as early as possible in the new year.

Students studying programmes at Cardinal Griffin Catholic College will sit their mock exams at Cardinal Griffin. Please note, this is to minimise any delays in marking and the transfer of papers between the two sites. This will be the only difference between the mock exam season and the summer exams as, in the summer, CCHS students will sit all exams at CCHS.

A copy of the mock exam timetable has been uploaded to the school website under *News & Events/Mock Exams 2016*.

### **Working Over the Christmas Period**

We have been made aware of a number of students are planning to work extensively over the Christmas break. We do of course wholly support students undertaking part-time employment but please may I encourage all students and parents/carers to be mindful of the extent to which this occurs, particularly in the run up to the mock exam season.

### **Lateness**

The past few weeks has seen an increase in the number of students struggling to arrive to Sixth Form on time. Please may I remind all students that being prompt to lessons is a strict expectation of the Sixth Form Student Contract and that lateness will not be tolerated.

### **Dress Code**

Thank you to all of our Sixth Form students who have adhered to the dress code so superbly. In the past few weeks, a small number of students have begun to arrive to Sixth Form wearing clothing that is clearly not appropriate for a professional environment. In particular, may I remind our female students that leggings are not permitted and should not be worn to Sixth Form.

Finally, may I wish you a wonderful Christmas, a restful break and prosperous New Year.

Kindest regards

A handwritten signature in black ink, appearing to read 'D. Reynolds', written in a cursive style.

Mr D Reynolds  
Assistant Headteacher - Post 16