



6 September 2024

Dear Parents, Carers

Welcome back! Or, welcome for the first time – we extend an especially warm greeting to those parents (and their child) who are new to NLS!

I trust you are well and that you and your child are pleased with the start to the academic year here. I would like to communicate thanks for all your support in ensuring the smooth start to 2024-25.

This letter contains some key reminders as well as pointers for up-coming events you need to be aware of.

1. The New Year 12 Meet the Tutor Event

- Further to the 'holding email' sent in July, this is confirmed as scheduled for Monday 16 September
- You will need to indicate you plan to attend by completing this MS Form:

[Form to show planned attendance at Meet the Tutor Evening](#)

- This is an event for parents and carers – students should **not** attend
- For **most** parents, we will start off at 16:30 with an 'informal gathering' in the Common Room and Mezzanine spaces – you will be directed there by Front of House staff
- Please be aware the Year 7 Meet the Tutor Event is the same day so try to avoid ending up in the session in the Theatre!
- The informal gathering is a chance to speak with some of our student leaders, meet other parents and to talk socially with the tutors and members of the Sixth Form Team
- From 17:00-c.18:00-18:30, there will be a more formal presentation by your child's specific tutor around expectations, support processes and what we offer
- For **some** parents, from 16:00-16:30 (i.e. prior to the main event), there are **optional meetings** available to meet your child's tutor or a member of the Sixth Form Team if there is a **specific Wave 1, 2 or 3 issue** you would like to discuss – these need to be booked in advance so please see the MS Form above in order to do this
- If any **optional** meeting is likely to take more than the allotted 10 minutes or if the available slots become fully booked then please arrange an alternative meeting on another day by emailing sixthform@northleamington.co.uk separately
- You will see guidance on the MS Form as to who you should speak with about specific issues should you elect to need an optional and additional meeting
- Please arrive having reminded yourself who your child's tutor is – see G4S, for example, or ask your child
- Please complete the MS Form by 20:00, on Wednesday 11 September to support planning

2. Y12 'New to NLS' and Log-ins for Go For Schools (G4S)

Please follow this link to set up your Go For Schools (G4S) account: [Go For Schools Link](#).

You need to go to “login” at the top of the screen, select “parent log in” from the drop-down menu, and then click on the “first time user” tab. You will then be prompted to type in your email address and click on the “new password” button to finalise setting up your account.

There is more information on our website here for G4S: [Link to view G4S information is here.](#)

3. Learning Journeys

All our Learning Journeys, which contain curriculum information for all subjects, are available on our website within the Learn and Curriculum tab, linked here [Learning Journeys](#) within each subject.

In year 12 within PSHE, students will be covering a variety of topics in Living in the Wider World (Digital Literacy), Health & Wellbeing (Mental health and wellbeing) and in Year 13 Living in the Wider World (Independence), Health & Wellbeing (Mental health – wellness Wednesdays) for example.

4. Absence Procedures

- Please recall the procedures communicated before around planned and unplanned absences
- In particular, please recall that you should contact sixthform@northleamington.co.uk (or phone in) by 08:30 if your child will be off school due to illness – and continue to contact us for any subsequent day they will be absent
- Please do not expect your children to be off school for driving lessons, part-time work, holidays and things like Open Days at a university...

5. Year 13 and Future Pathways - Entrance Exams, Open Days and UCAS (University and College entrance)

- While we are of course very supportive of the principle of students attending Open Days at universities to help them plan their next step destinations, please can you discuss with your children accessing opportunities for these *at the weekends or out of term-time* – please only request a Leave of Absence for Open Days where it is unavoidable as we want students in school learning and being supported as much as possible

[Link to Leave of Absence Request Form](#)

- Some Higher Education courses require an entrance examination or similar. It is the responsibility of students via their UCAS research to check where these might be needed – e.g. for Oxbridge, medicine, law at some organisations. We have prompted students. If you can please support in checking this and also be aware that we will offer a session to help begin to orientate students with things like the likely format of the various tests or examination. Again, students will need to be proactive in ascertaining any specifics via their UCAS research

- Please recall that some universities and courses have a shorter deadline for applications – for example, Oxbridge, medicine, veterinary science require submissions in mid-October. Personal statements and references for these courses should be drawing to a close very soon. Other course submissions will need to be complete by the end of this calendar year with internal deadlines shared with your children.

6. Expectations and World Class Basics

We do want students to be supported and understand that there must be a balance in what they do: see, for example, all our commitment to enrichment and pastoral care. However, happiness often is rooted in a sense of success and fulfilling one's potential.

As such, we expect:

- all students to be in school Monday-Friday full-time – except on a Friday when they can finish at 13:20 if they have no timetabled lesson or a Supported Study referral
- all students to be punctual
- all students to meet the Dress Code
- all students to be studying for 6 hours outside of lessons for **each** of their subjects – i.e. to do a 'working week'
- parents to support NLS in the application of any sanctions processes:

Attendance	Punctuality	Dress Code
100-95%: satisfactory	Lates = 1: Tutor uses weekly report to speak with tutee (a restorative)	1 Infringement : Verbal warning from tutor/staff – report to SF Manager to put on G4S
90-95%: weekly report used by tutors to challenge or support a weekly or YTD issue: e.g. flag to student that attendance is in decline or check-in to see they are better – using Attendance Toolkit ideas	Lates = 2: Tutor uses weekly report to speak with tutee and to record in GFS as a Home Note (for parental awareness)	2 Infringements : Verbal warning from tutor/staff – report to SF Manager to put on G4S who phones home
80-90%: Attendance, Welfare and Study Support Officer to undertake attendance mentoring processes using Attendance Toolkit. Recorded in G4S	Lates = 3+: AHOSF uses weekly report and issues and monitors attendance at DT	3 Infringements : Verbal Warning from tutor/staff – report to SF Manager to put on G4S and AHOSF phone home to advise of next step (see below)
<80%: AHOSF/HOSF intervening using Attendance Toolkit ideas. Recorded in G4S	AHOSF also monitor YTD punctuality – so students are not always late twice a week with no significant sanction	4 Infringements : Sent home to change

We will really value the parental support in this as it is vital to student success to have clear expectations and standards.

7. Mock Exams – Year 12 and Year 13

- Y13 will have the first of their Mock exams at the start of November
- Both Y12 and Y13 will have Mock exams in early February
- Students will be supported in preparing for these via the Tutor Time curriculum as well as in subject-specific lessons

8. Wellbeing Support and Bursary (Financial Support)

As you know, Mocks can bring additional stresses and anxieties in to young people's lives. As such, please be aware that:

- Our P.S.H.E and Tutor Time curriculum emphasises ways and means to secure wellbeing
- We focus our assembly themes on personal and social development as well as community and charity
- At any point, you should feel free to contact us with anything you think we can be doing to support your children – see contact details below

Finally, and with support in mind, I would like to draw to your attention the fact that there is a means-tested Bursary available to students experiencing genuine financial hardship. An application form can be found here: [North Leamington School - Financial Support](#)

Please note that funds are limited and discretionary according to criteria set out.

9. Careers

In the summer newsletter, we requested some feedback on our careers provision. This to support a bid to achieve the National Quality in Careers Award. We really would welcome your support in completing this short survey, which will provide evidence for this bid. The survey can be found [here](#).

For Year 12 students who were in Year 11 here at NLS last year they started to make things happen as they forged their path towards their future, and started taking the lead on managing their next steps into the world of careers through their Tutor Time and PHSE curriculum. Some of the careers based learning they discovered about are:

- How to smash an interview (manage career)
- Managing challenges and promoting self-esteem (grow through life)
- Understanding money issues, credit scores and mortgages (balance life and work)
- How to continue to secure good mental health and a work/life balance (balance life and work)

Year 11 last year also spent time on their Post 16, and Post 18 options and how they can lead to a range of different types of careers through:

- A mock interview with an external provider
- A careers fair that included a range of forty education, employer and training providers

- Their subject curricula where subject teachers have shared information and real-life stories of a range of careers and routes to those careers that link to their subject

For Year 13 students, last year in Year 12 some of the careers based learning they discovered about are:

- Managing the transition into post 16 learning (manage career)
- The pros and cons of a gap year (grow through life)
- Considering personality types (grow through life)
- Considering potential future careers (see the bigger picture)
- The rights and responsibilities in different types of employment (balance life and work.)

They also started managing their Post 18 options, and how they can lead to a range of different types of careers through:

- Work experience
- A careers fair that included a range of twenty plus education, employer and training providers
- Their subject curricula where subject teachers have shared information and real-life stories of a range of careers and routes to those careers that link to their subject

10. Points of Contact

At any point, please do make contact:

- Year 12 student queries, Steve Taylor: staylor@northleamington.co.uk
- Year 13 student queries, Miles Schofield: mschofield@northleamington.co.uk
- Head of Sixth Form, Steve Taylor: staylor@northleamington.co.uk
- Welfare, Attendance & Study Support Officer, Kimberley Lunn: klunn@northleamington.co.uk
- Sixth Form Manager (administrative queries), Nic Short: nshort@northleamington.co.uk

I hope you have a restful and pleasant weekend and we look forward to working with you throughout 2024-25.

Yours faithfully,



Steven Taylor
Senior Assistant Head-teacher (inc. Head of Sixth Form)