



5 September 2025

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 North Leam!

I would like to communicate thanks for all your support in ensuring a very smooth start to 2025-26.

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 Information Event

- Further to the 'save the date' sent in July, this is confirmed for Monday 15 September
- You will need to indicate you plan to attend by completing this MS Form:

[Form to Complete to Attend New Y12 Information Event](#)

- 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 Information 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 separately emailing sixthform@northleamington.co.uk
- 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 10 September to support planning

2. Y12 'New to North Leam' 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. 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...

4. 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 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 this 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.

5. 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 P5 lesson or a Supported Study referral
- all students to be punctual – they need to be in school **no later than 08:40**
- all students to meet the Dress Code
- all students to be studying for 6 hours outside of lessons for **each** of the 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 G4S 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 detention	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 establishing of clear expectations and standards.

6. Mock Exams – Year 12 and Year 13

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

7. 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:

[Link to Information Page - Including Bursary](#)

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

8. Curriculum and Pastoral Provision

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 within each subject: [Learning Journeys](#)

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. This will be complemented by year-group specific provision in the Tutor Time curriculum and via assemblies.

9. Upcoming Event – Race for Life

On Friday 26 September, we are supporting the Cancer Research UK Race for Life through our annual whole school event (weather permitting).

Starting in Tutor Time, students will have the opportunity to run or walk a marked-out route of our school field. Students can come into school in their NLS PE kit and NLS blazer and can wear a pink item of clothing and/or accessory. All students and staff are encouraged to donate £1, either in cash or via ParentPay.

As Sixth Form students (those without a P5 lesson or a Supported Study referral) go home at 13:20 on a Friday, and in keeping with previous, involvement in this event is optional. However, we would appreciate Sixth Form parents actively encouraging involvement.

10. Points of Contact

At any point, please do make contact:

- Year 13 student queries, Steve Taylor: staylor@northleamington.co.uk
- Year 12 student queries, Miles Schofield: mschofield@northleamington.co.uk
- Head of Sixth Form, Steve Taylor: staylor@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 2025-26.

Yours faithfully,

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