



HIGHFIELDS SCHOOL

Headteacher: G Tate BA (Hons)

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December 2023

Dear Parent/Carer

As the first full term of the year draws to a close, I wanted to share some important updates regarding Sixth Form and Year 12 in particular.

Year 12 Progress Review – Autumn 2

Your child's first full progress review (containing an academic progress update) will be published shortly after the Christmas break. A member of the Sixth Form Team will be in contact at the start of the new term to confirm once this information is available to you.

On the back of the progress reviews, we will be reviewing and updating our supervised private study cohorts to ensure all students who would benefit from additional support are able to access this. Student timetables will be updated in the first week of January to reflect these changes and we would appreciate your support in ensuring your child consistently attends any private study sessions that they are allocated to.

Attendance and Punctuality

I would like to remind all parents and carers of our basic attendance and punctuality expectations for Year 12:

- The school day begins promptly at 08:30 with form time. All Year 12 students are expected to attend. Students should arrive by no later than 08:25 to ensure that they are on time for their tutorial session.
- Students are expected to arrive on time for all of their lessons. Even a few minutes lost at the start of each lesson will quickly add up to a significant amount of lost learning time.
- Year 12 students are permitted to go off-site for their lunch, but must return to school no later than 13:00 to ensure they arrive on time to their afternoon lesson which begins promptly at 13:05.
- Where students have free periods in the afternoon (no lessons and no supervised private study slots) they may go home at lunch time.
- In certain circumstances, it may be the case that the above arrangements are amended to meet any particular needs that individual students may have. If this is the case, this will be communicated to you directly from the school. Unless you hear otherwise from a member of staff, you should expect all of the above to apply to your child.

Year 12 Parents' Evening

Year 12 Parents' Evening will take place on Tuesday 23 January from 5:00pm until 8:30pm. This will be a virtual event with appointments taking place via Microsoft Teams, meaning that parents and carers do not need to physically attend school. Appointments will be available to book through the MCAS app from 6pm on Monday 15 January until 8am on Thursday 18 January. I have attached a guidance document which talks through the process of booking appointments in MCAS. If you have any technical problems, for instance issues logging into MCAS, please email digitalsupport@hswv.co.uk and a member of our IT team will be able to help.



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Year 12 Work Experience

The week after the school examinations is our Year 12 work experience week. All students in the year group are expected to undertake a purposeful work experience placement during week beginning Monday 15 April. By this, we mean that the placement will be linked to the students' career aspirations as far as possible. We will provide support in school in terms of searching for placements, but the responsibility of finding and securing the placement ultimately lies with the students.

The full details of the work experience process, including arrangements for organising and confirming placements can be found in the '[Supporting your Child in Sixth Form](#)' on pages 12 and 13. Please note that the first step in the process requires parents/carers to complete a consent form, confirming your child has permission to complete a work experience placement and also providing important information such as any medical conditions which employers will need to be aware of. The consent form is in the format of a digital survey which can be accessed [here](#). Please complete this form by **Friday 12 January** at the latest.

Change in Sixth Form Leadership

As you may already be aware, this week will be my final week at Highfields. From January I will be taking up a new role at a school away from Wolverhampton. On a personal level, I would like to thank you all for your support and cooperation during our time working together.

In terms of the plan for Highfields Sixth Form moving forwards, we have already appointed a new Head of Sixth Form who will join us at Easter. Miss Smith is an experienced Head of Sixth Form already and performed very well throughout our recruitment process, so am I am absolutely confident that I leave Sixth Form in very capable hands. For the Spring Term, Mr France (Deputy Headteacher) will be our acting Head of Sixth Form to ensure a smooth transition for all of our students.

Finally, on behalf of the Sixth Form Team, can I take this opportunity to wish you well for the upcoming holidays and offer our best wishes for the new year. We look forward to welcoming students back into school on Tuesday 9 January.

Yours sincerely

S PYCROFT
ASSISTANT HEADTEACHER – HEAD OF SIXTH FORM