



Framwellgate School Durham
Newton Dr, Durham, DH1 5BQ

0191 386 6628
enquiries@framdurham.com

www.framdurham.com

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Dear Parent or Carer

Welcome to Framwellgate School Durham Sixth Form. We are very pleased that your son/daughter has chosen to study with us over the next two years.

One of our first priorities at Framwellgate School Sixth Form is to help students make a smooth transition from GCSE to post-16 study. For all students, this will be a major step in terms of the amount, depth and difficulty of the work to be covered. To be successful, sixth formers need to study with greater independence, which means being able to organise their time, plan their work and undertake tasks requiring a certain amount of initiative. Consequently, good organisation of private study is crucial. Students joining Year 12 are required to spend a proportion of their private study periods in the Sixth Form silent study room or library. They are also encouraged to use these facilities before and after school. The Year 12 induction period is for two weeks. After these two weeks students, in discussion with their STEP tutors, can apply for study leave, which allows them to be at home to study. We very much see this as a privilege at Framwellgate Sixth Form and should students have any problems with attendance, organisation, lack of evidence of independent study or meeting deadlines, this study leave will be removed, and students will be expected to be studying on the school premises all day.

Clearly, study time in school must be supplemented by study at home if students are to cope with the demands of Sixth Form life. On average, we would expect a student to spend at least 16-20 hours per week studying on their own. Students will be given independent learning logs each half term for each of their subjects that will guide them to what additional work they should be completing in order to be a successful learner. All students on Thursday 26th September will have an a 'stock the clock' day which will have a focus on year 12 studies so far. During this day students should focus on ensuring they have consolidated their learning from their year 12 studies so far. We know that the transition from GCSE to A' Level or BTEC can be overwhelming and we are giving students the opportunity to ensure that they understand the knowledge they have acquired in lessons. This will also aid preparation for assessment week which is the week beginning the 4th November. Students can study independently at home. It is perhaps worth pointing out that whilst we acknowledge that many students will want, and usually benefit from, Saturday or Sunday employment, jobs requiring a mid-week evening commitment or those entailing more than ten hours employment per week are not encouraged. In our experience, such jobs place undue strain on students who then struggle to meet their school commitments. We believe that students who manage their time well should be able to maintain a sensible balance between their academic commitments and their social lives. It is of course very important that students should establish good study habits in the early months of their Sixth Form life. There are several things that we do in order to help them achieve this and these are outlined below.

We have devised a tutorial programme whereby students meet with their STEP tutor on a Monday and Tuesday to discuss academic progress. Through this, we aim to support, encourage and guide students through the vital early months by offering practical advice that will help them adjust to the demands of Sixth Form study. Tutors offer guidance about planning study schedules, balancing academic and personal commitments, seeking advice from subject staff, revising for examinations and so on. We hope that by

monitoring and supporting students in this way, we shall encourage them to acknowledge and achieve their potential and gradually assume greater responsibility for their own learning.

We endeavour to keep you informed throughout the year of important issues relevant to you/your son or daughter but in order to do so we rely on being kept informed when any changes to contact details occur (address/telephone number etc). Communication will be through text message or through the email address that you provided us with at enrolment. We would also encourage you to use the parent app (where you can monitor attendance and access progress reports) and ask students to use the student SIMS app in order to keep up to date with important notices that may affect them. Should you wish to receive further information on either of these apps then please contact our Data and Assessment Manager, Mr Langford, on Langford.A@framdurham.com

Student attendance in the Sixth Form will be very closely monitored as we know that good school attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive, and students cannot afford to miss valuable teaching and study time. Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 95% attendance for the year. An exemplary record of attendance says a huge amount about you as a person: that you are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

Attendance figures in the Sixth Form reflect timetabled lessons and STEP time. Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable then you must contact reception and make the school aware of this. If there is an on-going medical issue that you think we should be aware of that affects your child's attendance, then please do let us know so that we can support your child. Should your child feel too ill to attend school, you should telephone 0191 3866628 before 8:30 am stating the nature of the illness and when they are expected to return.

Should you require further information on these matters, or any others, please do not hesitate to contact the school at any time.

Yours sincerely

L. Mersh-Roberts(Mrs)
Head of Sixth Form