Our ref: JLS

28th June 2016

Dear Student,

Re: Start of New Term for Year 12 and Year 13 – Monday 5th September 2016

The new term for all sixth form students, Year 12 and Year 13 will begin **on Monday 5th September 2016**. Please ensure you arrive by 08.30 prompt and assemble in the sixth form common room so that registration can take place. We will be taking photographs for the New Year 12 students for ID badges on enrolment day, Friday 26th August. Please note Student ID badges must be worn all times.

Timetables
Student timetables will be issued on Monday 5th September. Please check and keep these in a safe place. If you have any questions or queries regarding your timetables please let us know straight away.

Sixth Form Handbook
All sixth form students will be issued with a handbook setting out our Mission Statement, Code of Conduct, Attendance Policy, Reporting Dates and Disciplinary Procedures. The dress code is also inserted in the handbook and students should always dress appropriately for a professional working environment.

Wisepay and text books
Wisepay is a secure online payment service that allows parents and guardians to make payments to their school using their debit or credit cards. Payments can include books, trips, and meals. Please note that from September 2016 all sixth form students will be paying for their text books and trips via Wisepay. A confidential instruction sheet with username and login details was issued to each student on Tuesday 7th June. Please note that students will need approximately £60.00 in September 2016 and they will be expected to order books via this method. New Year 12 will be issued with Wisepay login details after enrolment.

16-19 Bursary
This is funding that the government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. If you feel you may be entitled to such a bursary please check by accessing the following link: www.gov.uk/guidance/16-to-19-bursary-fund-guide-for-2016-to-2017 and contacting Mrs Newbery, KS5 Curriculum Manager, in the sixth form office.

Dress Code
Please find attached a further copy of the dress code for The Thomas Alleyne Academy Sixth Form. Students should adhere to this dress code on the A Level Taster Day on Wednesday 5th July. A full copy of the student handbook will be issued with your timetables and IT User Agreements. Logins will also be issued on Monday 5th September 2016.

Important dates
Key dates for your diaries:

Thursday 15th September 2016 6.00 to 9.00 pm	The Thomas Alleyne Academy Open Evening All sixth form students are expected to attend
Thursday 29th September 2016 6.00 to 7.00 pm	Year 7-13 Welcome Evening Year 12 and Year 13 students and parents (Presentations at 6.00 and 7.00 pm) Sixth Form Centre
Friday 30th September 2016	Annual Macmillan Coffee Morning Year 12 and Year 13 (Parents and grandparents invited)

Please note that there will be assemblies for Year 12 and Year 13 students every Wednesday and every Tuesday respectively. All students are expected to attend and receive reports, letters and notices. Sixth Form assemblies will take place in B1 from 08.30-09.00 each week.

We look forward to welcoming you to our sixth form. If you have any queries about the arrangement details in this letter please contact the Sixth Form Office direct line number: 01438 344341.

Yours sincerely

J. Lewis

Mrs J Lewis
Head of Sixth Form Consortium