

ENFIELD GRAMMAR SCHOOL

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An Academy Trust
(Company No. 07697044)

Headteacher: Mr C Lamb B.A. Hons

30 April 2019

Dear Parent/Carer and students

Re: Sixth Form Examination Period and Year 12-13 Progression Week

I am writing to outline the examination period for this summer, and the transition programme for Year 12 into Year 13. Please take careful note of information outlined below.

This information will also be outlined in assembly and on the school website.

Key dates for your diaries:

Mon 27 May	Sixth Form House Closes for External GCSE and A Level Exams. Year 12 move to a year 13 registration timetable, which means that they will only need to attend morning registration if they have a lesson period 1. Private Study to be done at home. (3 hrs timetable per week)
Mon 17 June - 21 June	Year 12 Mock Exams begin. Year 12s have exam leave during this time and will only be expected to be in school, when they have an exam. Timetable to be shared. Exams to take place in the Sportshall. LANYARDS MUST BE WORN TO ALL EXAMS
Mon 24 June – 28 June	Progression week commences for students who have completed exams. This is compulsory, unless students are on work experience. Students still with an exam to see Ms Igbokwe for arrangements.
Monday 1 July	Year 11 Transition day - Year 12s to finalise personal statements at home.
Tuesday 2 July	Year 13 timetable begins for Year 12s
Tuesday 9 July	Year 12 exam results available on Go4Schools
Weds 17 July	All students will have a Progression Meeting – times will be arranged for each student
Thurs 5 September	Year 13 timetables issued and lessons begin (Date to be confirmed)

Examination Leave 17 – 21 June 2019

During examination leave students are only required to be in the school for examinations, or any assigned/pre-arranged revision sessions. Exam sessions will be at 8.45am, 11am and 2pm. Anyone one with a clash to see Mrs Jeffrey.

The focus is now solely on the summer transition mock exams. The final weeks will concentrate on developing areas that need improvement and we encourage students to communicate with staff any areas they would like to focus on in class time.

The library will be available for any Year 12 students wishing to use this space during examination leave but the Sixth Form House is closed during the summer exams. Full school uniform rules remain in place.

One year Retail/Business Enterprise students will not be on examination leave – lessons will continue as normal

Progression Week: Monday 24 June – Fri 28 June 2019

The Year 12 Progression Week is compulsory for all students unless they have a work experience placement. It is designed to provide support and advice for students beyond Sixth Form to enable the preparation of University and Apprenticeship applications. The objective is for all students to have at least two progression routes prepared, and a personal statement completed, so all are able to apply for their chosen pathways early in Year 13.

It is important to note that the Progression Week will include:

- **Monday 24 June:** Guest speaker, UCAS Registration, course application, Gap Year & Ex-student talks
- **Tuesday 25 June:** A trip to the UCAS Conference at Birmingham University
- **Wednesday 26 June:** Career workshops to help prepare applications to university, apprenticeships or alternative routes. These sessions will be led by guest speakers from IBM, Uptree, Ask apprenticeship & Nat West
- **Thursday 27 June:** A trip to Sussex University (am) and Brighton seafront/pier (pm); students will also be given time to explore Brighton Pier and Seafront
- **Friday 28 June:** Careers Fair in Sports Hall – stands and speakers

During each visit students will be given free time in small groups and a draft outline is attached to this letter

All school based activities will require students to wear school uniform.

For trips students are requested to come in appropriate clothing for the day.

In order to participate in all the trips students must return the reply and parental permission slip attached no later than **Friday 10 May**.

For the trips to be run successfully we are asking for a voluntary contribution of £30.00

Examination results and Progression to Year 13 meetings

Summer examination results will be published on Tuesday 9 July. Students will then attend their progression into Year 13 meeting on Thursday July 19, last day of term, with a member of the Senior or Sixth Form Team. During this meeting a decision on progression into Year 13 will be made based on results (minimum D grade), attendance and attitude, as well as a decision about on-going subject pathways. Attendance at this meeting is essential. Meeting times will be confirmed with students on collection of results.

I appreciate that this is a busy period for students as they are rightly focused on their examinations, however, please ensure all reply slips are returned by **Friday 10 May**.

Please contact me at school if you have any further questions.

Yours sincerely

Y Akaydin

**Ms Y Akaydin
Head of Year 12**



Progression week 2019 overview

Mon 24 June	UCAS and UCAS Apprenticeship registration Students in full uniform	Guest speakers from Goldsmiths about Personal Statements Frontier about Gap Years UCAS Registration & course applications Ex- students about uni life
Tues 25 June	UCAS Conference Birmingham	Leave at 8.45 from Civic Centre, non-uniform Return approximately 4.00pm
Weds 26 June	Progression Carousel based in school Students in full uniform	Apprenticeship Workshop by ASK Guest Speakers from IBM Nat West (Finance) Uptree (Careers)
Thurs 27 June	Sussex Campus visit AM Brighton Seafront/Pier PM	Leave at 7.50am from Civic Centre, non-uniform Return approximately 7pm
Fri 28 June	Careers Fair in Sports Hall Students in full uniform	Stands and speakers

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Year 12 Progression Week reply slips

Deadline for reply: Friday 10 May - all reply slips to be returned to Mrs Jeffrey

Student name: _____ **Parent/carer signature:** _____

Please complete the table below by ticking appropriate boxes:

I have submitted a voluntary £30 contribution through ParentPay to support the cost of transport to both events	
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Event	Permission to attend given
Tues 25 June: UCAS Student Conference – Birmingham	
Thurs 27 June: Sussex University and Brighton visit AM: University Life PM: Free time along seafront and pier	