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**September 2023**

## **Welcome to Thomas Tallis Post 16**

Welcome to Thomas Tallis Post 16 and congratulations on your place. This letter contains information about the start of the academic year and some of the Sixth Form's procedures. Please share this letter with your parents and carers.

### **Checking that students are sensibly enrolled**

We take a great deal of care to match students to courses so that every student has a fair chance of success if they work hard for the next two years. We do not want anyone to be disappointed on Results Day for reasons that are beyond their control.

We do sometimes get enrolment wrong, though. In the first three weeks of term, therefore, Ms. Astill and I systematically check that all Year 12 students are correctly enrolled. If we have made a mistake, we will speak to you about it. As all schools do, we reserve the right to assign students to the courses that we judge most likely to lead to their success. We may therefore from time to time reassign students where we believe a mis-enrolment has occurred. We have the right to insist on this.

### **Start date and time for Year 12 students: Wednesday 6 September at 8.30**

Please arrive for 8.30 a.m. SHARP. We will direct you to the Main Hall, where you will have a brief induction assembly led by Mr Bradshaw and Ms Astill before you are introduced to your Year 12 tutor and so on.

### **Term dates and early closures**

Please visit our main school website to find the school's term dates for this coming year – [www.thomastallischool.com](http://www.thomastallischool.com). Please take note that school closes early for all students on Wednesdays Week B because of staff training. A normal school day will run from 8.40 a.m. until 3:15 p.m., but on the early closure days school will finish for all students at 2:15 p.m.

### **How we communicate with you: email**

Email is our preferred contact method, both with you and with your parents. We write to your parents using their email and to you using your school email. You must put your school email account on your phone and check it every single day. We try not to post more than one physical letter every half term and copies of letters are also posted to [www.tallispost16.com](http://www.tallispost16.com). The online information portal and independent learning diary which we use is called BROMCOM and you will be given a username and password shortly. Your parents will also have a login so that they can check attendance, whether homework is being done, and so on.

*inquisitive • collaborative • persistent • disciplined • imaginative*

The school's standard email address format is [jsmith@thomastallis.org.uk](mailto:jsmith@thomastallis.org.uk) where the first letter of the email address is the first letter of the member of staff's name and the rest of the email address to the left of the @ sign is the member of staff's surname. You will have your own Tallis email address in this format.

**Please use:**

[post16admin@thomastallis.org.uk](mailto:post16admin@thomastallis.org.uk) for administrative matters - such as letters confirming student status, revisions to contact details, enquiries concerning school calendar dates etc.

[abell@thomastallis.org.uk](mailto:abell@thomastallis.org.uk) for attendance and absence - let Mr Bell know if you are away for any reason. If you don't, your parents will be contacted that day.

[lastill@thomastallis.org.uk](mailto:lastill@thomastallis.org.uk) for pastoral matters which cannot be solved by your tutor

**A reminder about our dress code and some of our rules**

We have relatively few rules for sixth formers but they must be followed: our rules and policies can be found on the post-16 website. Please look over our Disciplinary Policy Flowcharts there so that you understand our approach to conduct, work and attendance – please note that we operate with a clear ‘three strikes and you are out’ rule as far as poor conduct is concerned.

- Our photo ID lanyards must be worn at all times when on site – these are issued during the first week - replacements are available from Mr Bell – see below – and cost £5
- No hats or earphones can be worn inside (we tolerate earphones in the Silent Study Area)
- Phones must not be visible inside the building - they may only be used at social times and in social spaces
- Coats are not worn in lessons
- Clothing should be appropriate for a school
- Clothing with slogans which are offensive is not allowed

**Attendance, punctuality, absence, illness**

We expect your attendance to be above 95% and we begin the process of removing students when attendance is below 90%. Attendance includes our weekly assemblies (Wednesday Week A in the Main Hall from 8.40 a.m., Tuesday Week B in the Main Hall from 15.05-15.30) and Tutorial (Wednesday Week A, period 1). Our attendance officer is Andy Bell. His email is [abell@thomastallis.org.uk](mailto:abell@thomastallis.org.uk) and his phone number is 020 8331 3038. If you are unavoidably absent, your parents must let Mr Bell know before 10am on the day. Mr. Bell also deals with booked absences that cannot be made outside lesson time such as orthodontic appointments etc, and will also contact your parent(s) if you are ill and need to be sent home. If you do need to be sent home during the school day, we must authorise this: please see Ms. Astill or Mr Young for permission. Please note: we cannot authorise any holidays taken in term time; driving lessons cannot be taken during school lesson time.

## **Independent Learning**

A particular focus for our pastoral work is a close focus on the qualities of character needed to excel at A-level study and beyond. We think these qualities can be clearly identified and developed, and we will be in contact with parents/carers early in the new academic year to invite them along to a session where we will explain how they can help you study effectively. In brief, high-achieving students have clear goals, are effortful, systematic, practice in the right way and respond positively to feedback. Our reporting system explicitly focuses on these aspects of academic character.

## **Tapping in, tapping out**

Every time you enter and exit site you must tap your ID card on the readers by the sixth form entrance. They work like an Oyster card reader and are an important way we monitor your attendance. If you don't tap in, expect your parents to receive a text asking why you're not in school, and for us to then haul you over the coals about why your attendance is so poor. Tap in and tap out please.

## **Monitoring your progress**

As a school we use an online homework diary called BROMCOM. Additional lesson resourcing is also emailed to you or placed in Office 365. You'll be given an Office 365 login – use it! You'll also be given a BROMCOM login, as will your parents/carers – their username will be the email address they gave us as a priority contact, and yours will be your Tallis email address. BROMCOM allows you to see your attendance, punctuality and independent learning being set, and allows your parents to monitor it as well.

## **Bursary applications**

We offer two kinds of Bursaries for students who aren't 'Looked-After' children. If you apply for and receive Free School Meals (apply through your council's website) we will award you a substantial School Bursary – a sum of money that you can ask us to spend on your behalf. If your family receive Working Tax Credits we may be able to award you a Book Bursary – a smaller sum of money that you can ask us to spend on your behalf. You apply for a Bursary online, using Applicaa, and details of how to do this are in the Induction Booklet that you will be given in the first week of term. Please apply immediately: the deadline is the middle of September.

## **Biometric information – a reminder**

We operate a cashless biometric payment system at Tallis. You opted in or out of this system when you filled in your pre-enrolment form. Your personal biometric code is generated from a scan of your fingerprint, just like on most mobile phones. The fingerprint's not retained but the personal code it generates is. We can supply an ID and PIN instead although most students find this less convenient.

### **Do you qualify for Exam Dispensation?**

If you qualified for exam dispensation at your previous school, please tell us about this in detail and ask your previous school's Exams Officer or SENCO for a copy of your "Form 8" application. If you don't provide this information to us, it's very likely that it will take a long time to establish your entitlement to any extra time or other dispensations and you may miss out.

### **Meeting for new Parents Wednesday 20 September 5.30 p.m. to 6.30 p.m.**

We will confirm this nearer the time. For now, please ask your parents to put a meeting with the sixth form team in their diaries for Wednesday 20th September, Main Hall, 5.30 p.m. to 6.30 p.m. We will begin promptly. We will explain the demands placed on you by sixth form study, what support from us is on offer and how they can support you to succeed. They will also be able to ask us any questions they may have.

### **Other key dates for your diary and your parents' diaries**

Start of February: First Year 12 Report

March 4: Mock examinations begin

May 15: Year 12 Parents' Evening: student mock results and the second parental report discussed

July 8: Progression Week begins, with a focus on applying to university, Arts College, apprenticeships.

We look forward to meeting you on 7 September and your parents on 20 September.

We wish you every success for the year ahead. Remember: steady work from the get-go is how top grades come about.

Yours sincerely,



Louise Astill  
Head of Year 12



Jon Bradshaw  
Assistant Headteacher: Head of Sixth Form