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## 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, which you may find useful.

PLEASE ENSURE YOUR PARENTS AND CARERS ARE AWARE OF THE FOLLOWING:

### Emails

[post16admin@thomastallis.org.uk](mailto:post16admin@thomastallis.org.uk) for administrative matters

[abell@thomastallis.org.uk](mailto:abell@thomastallis.org.uk) for attendance and absence

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

Start date for all students is Wednesday 4 September at 8.30 a.m.

School commences for all sixth form students on Wednesday 4 September at 8.30 a.m. It is important that you arrive promptly, as we only have a short amount of time to induct you prior to lessons commencing. Students should report to the Sports Hall, where you will have an induction assembly led by Mr Bradshaw and I.

### Term dates and early closures

Please find enclosed a copy of the school's terms dates for this coming year and a list of our early closures. A normal school day will run until 3:15pm, but on the early closure dates listed school will finish for all students at 14:15 to facilitate staff training and development.

### How we communicate with you

Email and post is our preferred contact method but we also post letters to our website, which is [www.tallispost16.com](http://www.tallispost16.com) or through the portal by which you access your independent learning, which is Insight- you will be given a username and password when you begin. We will email and/or text you and your parents when we do this. We also use Facebook and have a Twitter feed.

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

We have relatively few rules for sixth formers but they must be followed. In general, 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.

- 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
- Coats are not worn in lessons
- Students must not wear clothing that shows too much flesh, e.g. belly tops or low-slung trousers
- Clothing with slogans which are offensive or unseemly is similarly banned

### Attendance, punctuality, absence, illness

We expect attendance to be above 95% and we begin the process of removing students when their attendance falls below 90%. Attendance includes our weekly assemblies (Tuesday 3.05 p.m.) and Tutorial (Wednesday Week A, period 6). 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 such as orthodontic appointments that cannot be made outside lesson time,

*inquisitive • collaborative • persistent • disciplined • imaginative*

and will also contact your parent if you are ill and need to be sent home, this can only happen in the school day with permission from Ms Odd or Mr Young. Please note: we cannot authorise any holidays taken in term time or any medical absence without a doctor's note or prescription.

## **FOR THE ATTENTION OF PARENTS AND CARERS.**

### **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 you in the new academic year to invite you along to a session where we will explain them in more detail. In a nutshell, high-achieving students have clear goals, are effortful, systematic, practice in the right way and respond positively to feedback. Our reporting system for you will comment on these aspects of your child's approach to learning next year.

### **Curriculum Time 2019-2021 and Independent Learning**

Students are timetabled with ten hours of lessons for each A-level subject or equivalent. Nine of these hours are taught lessons and one is a Study Period which will take place in one of the school's Study Areas. Teaching staff will sometimes set examination papers to be completed during the Study Period, or students may undertake independent work and revision. For information: in the case of last year's Year 13, every single student predicted an A or B undertook at least five hours of independent work in each of their subjects.

### **Off-site study periods, known as 'B's, and on-site study**

We initially grant up to two off-site study periods a week where Year 12 students may choose to miss one morning and one afternoon registration. Our registration code for these is 'B'. Your child will arrange these with their tutor. If your child is doing well in their studies, we may choose to give them more off-site study time later in the year. However, students must attend 4 out of 5 morning registrations. In contrast, students about whom we have academic concerns will have additional supervised study hours in school, and we will notify you of this with a copy of their amended timetable.

### **Monitoring your child's progress**

As a school we use a system called Insight, you will be sent a parental log in the next week or so, your username will be the email address given as a priority contact for your child. The Insight system allows you to monitor attendance, punctuality and independent learning being set. This is also, where you make appointments for parent's evening in March. The system also has your child's latest data uploaded, when it becomes available, as stated above we also post letters send home on Insight. Please ensure you check this regularly, there is an APP you can download, please visit the main school website for information [www.thomastallisschool.com](http://www.thomastallisschool.com)

### **Bursary applications**

If your child receives Free School Meals we will award them a substantial School Bursary if they meet certain other conditions. If you receive Working Tax Credits we may be able to award your child a Book Bursary. Application forms for this are available from the Sixth Form Office. Please apply immediately.

### **Induction for Parents Wednesday 11 September 6 p.m. to 7 p.m.**

We would like to ask you as parents of our New Year 12 students to meet with the sixth form team on Wednesday 11 September in the Main Hall at 6p.m. We will begin promptly. We will explain the demands placed on your child by sixth form study, what support from us is on offer and how you can support your child to succeed. You will also be able to ask us any questions you may have.

### **Other key dates for your diary**

**Week beginning 28<sup>th</sup> October:** first data report sent home

**Week beginning 20<sup>th</sup> January:** Mock examinations

**Wednesday 4<sup>th</sup> March 3.30pm-6.30pm:** Parents Evening, student mock results and new data will be given out at this event. Appointments can be made a month in advance of the evening via Insight.

**Week beginning 11<sup>th</sup> May:** Mock examination in the classroom.

**Week beginning 15<sup>th</sup> June:** Data sent home. Re-mocks for those students we have concerns about.

**Week beginning 6<sup>th</sup> July:** Progression Week- applying to university, Arts College and apprenticeships.

We look forward to meeting you on the 11 September and wish your child every success for the year ahead.

Please remind your child to return the student medical information form (given at enrolment) and biometric slips to their tutor on the first day.

Yours sincerely,



Heather Odd  
Head of Year 12  
And Post 16 Admissions



Jon Bradshaw  
Assistant Headteacher, Post 16