

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Moriarty BA PGCE



July 2019

Dear Year 12 Student,

Re: Important Information for Continuing Sixth Formers

Congratulations on completing your Year 12 exams and we hope you will enjoy your forthcoming summer holidays. We would like to take this opportunity to remind you that your end of year exam results (both public and internal) will be issued on **Thursday 15th August from 10.00am until 11.00am**. GCSE re-sit results will be issued on **Thursday 22nd August from 10.00am until 11.00am**. Results not collected on these dates will be posted out to you. **Please note we are not permitted to give examination results over the telephone.** If you would like a friend or relative to collect your results, or if you would like them sent to you via email, please could you email our Exams Team:

gtheobald@theharefieldacademy.org

Helen.Howley@theharefieldacademy.org

We expect all of our Year 12 students to return to us in Year 13. However, we will look at all results achieved at the end of Year 12, so that we can offer our students personalised advice on how to get the best out of their final year with us and to advise them of any additional support they may need with regards to their favoured career pathway. Therefore we would ask that all Year 12 into 13 returners speak to a member of the Sixth Form team on 15th August regarding their results.

In Year 13 students are required to be in school full-time from 8.45am - 3.00pm.

As a member of the Sixth Form you have the privilege of wearing your own clothes rather than a uniform. Please note that we will no longer be expecting students to wear 'business' like clothing. This will provide students with greater flexibility in how they present themselves. As senior students within the school you are expected to provide a good example to younger students. You will be expected to dress appropriately for the working day and to take pride in your appearance. Hence we ask that you do not wear extremes of fashion, have unnaturally coloured hair and that you do not wear any visible body piercing except for small earrings if you wish. **Midriff or décolletage must not be on show. ID badges must be worn at all times.**

Male

- Smart shirt
- Smart trousers
- Smart shoes or trainers

Female

- Smart trousers, skirt or dress
- Smart tops with minimum of cap sleeves - must not reveal straps or the décolletage
- Smart shoes or trainers

If studying a sporting option, including Dance, appropriate sportswear can be worn. BTEC Sport students will be allowed to wear the tracksuits purchased via the PE Department or a suitable plain training kit.

Further details can be found on the attached Information sheet.



All Sixth Formers return to The Academy on Tuesday 3rd September. Students should sign in with the Sixth Form team from 10.30am onwards in the Café and then attend a 'Welcome Assembly' at 11.00am in the Theatre. On this day you will also be able to collect your timetable, have your school photograph taken, have your biometric fingerprint updated, etc. You should anticipate to be in school on this day until approximately 2.30pm. All Sixth Form lessons will begin from Period 1 on Wednesday 4th September. You will then spend the rest of your first week following your timetable as normal.

Further details can be found with the attached **Information for Sixth Form** sheet. We hope that you enjoy the summer and are looking forward to the challenges that Year 13 has to offer, thanks for all your hard work this year!

Yours sincerely,

Carmel Brady
Director of Sixth Form



Information for Sixth Form - September 2019

Important Dates:

Thursday 15th August 2019

A-level Results and Year 12 Mock Exam Results Day (10.00am until 11.00am)

Thursday 22nd August 2019

GCSE re-sit results will be issued from 10.00am - 11.00am.

Tuesday 3rd September 2019

Students should sign in with the Sixth Form team from 10.30am onwards in the Café and then attend a 'Welcome Assembly' at 11.00am in the Theatre. On this day you will also be able to collect your timetable, have your school photograph taken, have your biometric fingerprint updated, etc. You should anticipate to be in school on this day until around 2.30pm.

Wednesday 4th September 2019

All Sixth Form lessons will begin from Period 1 on Wednesday 4th September. You will then spend the rest of your first week following your timetable as normal.

Other Useful Information:

Uniform

As a member of the Sixth Form you have the privilege of wearing your own clothes rather than a uniform. Please note that we will no longer be expecting students to wear 'business' like clothing. This will provide students with greater flexibility in how they present themselves. As senior students within the school you are expected to provide a good example to younger students. You will be expected to dress appropriately for the working day and to take pride in your appearance. Hence we ask that you do not wear extremes of fashion, have unnaturally coloured hair and that you do not wear any visible body piercing except for small earrings if you wish. **Midriff or décolletage must not be on show. ID badges must be worn at all times.**

Male

- Smart shirt
- Smart trousers
- Smart shoes or trainers

Female

- Smart trousers, skirt or dress
- Smart tops with minimum of cap sleeves - must not reveal straps or the décolletage
- Smart shoes (no canvas shoes)

If studying a sporting option, including Dance, appropriate sportswear can be worn. BTEC Sport students will be allowed to wear the tracksuits purchased via the PE Department or a suitable plain training kit.



Not permitted

- **Denim**
- **Hats**
- **Shorts**
- **Hoodies**
- **Mini skirts/dresses**
- **Flip flops, sliders or similar backless sandals**
- **Large exposed tattoos**

Building Etiquette

Once you are inside The Academy the wearing of coats, hats, hoodies and other outdoor clothing is prohibited. All outdoor clothing should be stored in your locker until you leave the site.

Equipment and Lockers

All Sixth Formers are expected to bring their own equipment to lessons. Every Sixth Former will be given a locker within the Post 16 area. Every locker has a 4 digit code, which must not be shared with anyone else. If you forget your code, you should speak to a member of staff on Reception.

Equipment

In order for each student to be prepared for learning there is an expectation of minimum equipment that must be carried in a suitable bag:

- Pens, black or blue, pencil, ruler, folders, plastic wallets, A4 paper or notebooks.

Gym Facilities

Gym facilities are available to all of The Harefield Academy Sixth Form students, provided that they have completed the induction programme and that the Gym is not being used for lessons.

Student Car Parking

We do have a number of Sixth Form spaces reserved in the car park for our students. In order to park in one of these spaces, you firstly must produce evidence of your insurance by showing Mrs Brady your Certificate of Insurance. Once you have produced this and given us the details of your car (License Plate Number, Make, Model and Colour) we will then issue you with a parking permit for the car park which can be used all year. If you change your vehicle please let us know so that we can update your permit.