

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Moriarty BA PGCE



4th February 2019

Dear Parent/Carer,

Re: Private Study and Uniform

Firstly can I thank you for attending our recent Sixth Form Parents' Evening. I hope you found the event both informative and supportive as we continue to support all our fabulous young people at The Harefield Academy Sixth Form.

May I take this opportunity to remind you that students must attend Private Study sessions as part of their loading and adhering to government guidelines for Sixth Form students' guided learning hours. Registers are taken for these lessons and contribute to the overall attendance figure for individual students. Private study sessions should be gainfully used by students to work in a supervised quiet environment and have the opportunity to seek any additional support they may need. It is the student's responsibility to ensure that they speak to either myself or the senior member of staff supervising the session if there is a reason they cannot attend. Any students who have not seen me regarding gained time will be expected to be in school from 8.45am to 3.00pm until they have spoken with me and agreed their gained time slots.

If students, as a result of an above average report, have received gained time this will be reflected in their timetable and as such allow students, when applicable, to work from home, or in some circumstances allow them to engage in relevant work experience placements to support their development through Sixth Form and beyond. Please may I remind you that our next mini data capture will be at the beginning of February.

In order to monitor and promote good attendance can I remind you that absences must be reported through the normal whole school absence line. Medical appointments should when possible be made outside of school hours. Students who need to compete in trials, tournaments or any other events will need to apply for Leave of Absence. This will need to be authorised by the Headteacher. Any other leave during term time will not be authorised and as such will be reflected in the student's attendance report.

As always, thank you for your continued support and working with us to ensure the best possible outcomes for our Sixth Form students.

All students must wear formal business dress to school including smart leather shoes (no trainers). Sports students can wear their assigned black THA kit on match days. If you have any questions regarding any of these matters, I can be contacted on cbrady@theharefieldacademy.org or 01895 827923.

Yours sincerely,

Mrs Carmel Brady
Director of Sixth Form