

Our Ref: MPD/CLE

1st October 2016

Dear Parent/Carer,

Home Study Privilege Review

We are writing to provide you with some information regarding our Home Study Policy. We have conducted an individual review of all students based on their Induction Assessments, Summer tasks, attendance, behaviour and G-Involved contribution so far. Those students who have performed well in all areas will be allowed some home study privileges, where their timetable permits this to be used from Monday 10th October. Eligibility for home study will continue to be reviewed after each Student Progress Report; these are issued at the end of each half term.

In order to ensure the safety of all students and the smooth running of the school, students must adhere to the procedures stated below, in order to retain home study.

1. All students must be in school for the start of the school day
2. Students must continue to attend ATM every morning
3. Year 12 students may register to leave through Front Reception at the following times:
 - a. Morning break - 11.00-11.10am if students do not have a lesson Periods 3, 4 and 5
 - b. Lunch - 1.30pm – 1.35pm if students do not have a lesson Period 5
4. Sixth Form students will not be able to enter or leave the school at any other times. A letter, note in the student's diary or email must be provided for all medical/dentist appointments.
5. If a student does not have any timetabled lessons Periods 1 to 5 on a certain day they do not need to attend school on that day, provided that there are no additional events such as examinations or enrichment activities planned.
6. If a student does not have any timetabled lessons Periods 1 to 4 on a certain day they do not need to attend school until lunchtime at 1.30pm, provided that there are no additional events such as examinations or enrichment activities planned.

If you are unsure whether your child is eligible for Home Study Privileges please do get in contact with your child's Learning Manager in the first instance.

Please also note that

- Students must attend all compulsory curriculum enrichment days, extra lessons, presentations by outside speakers etc. Notice of such events will be given at least a week in advance via the Sixth Form bulletin
- Students should not arrange paid work or driving lessons during school hours, the time should be used to complete school work at home.

The school reserves the right to withdraw home study privileges at any time where we are concerned about standards of participation, behaviour and achievement in any subject. Please take time to go through the above procedure for Home Study with your son/daughter, in order to ensure that they are able to use their study time most effectively. We would also be grateful for your support in emphasising the importance of signing in and out of school. It is vital that we have an accurate record of which students are on site, in case of an emergency.

Please do not hesitate to contact us if you have any queries or concerns with regards your son/daughter being awarded the Home Study Privilege.

Yours faithfully

M. Padgham

Mrs M Padgham
Director of Learning – Year 12

C. Legg

Mrs C Legg
Assistant Principal - Sixth Form