



15 July 2020

Dear Offer Holders, Parents and Carers

Enrolment to Braintree Sixth Form is largely moving online this year. The online enrolment form will be open on the school and sixth form website from 8am on Thursday 20 August. Please check the website on the day once you have received your results.

You should complete your enrolment online if you have made your conditions of offer, do not need to change any subject choices, and do not have any additional needs you wish to discuss with us. You will need to upload your confirmation of results from your school as a file (this can be an image of your results) when you complete the form. We will look at the online forms and either send you your confirmation of enrolment or contact you if we need to discuss anything further before we can confirm your enrolment.

The confirmation of enrolment will include full details of the first days back in September as well as a reminder of the forms and enrolment fee which you will need to bring on your first day. The link to the forms can be found here <https://www.braintreesixthform.com/induction> and there will be a link to these on the website with the online enrolment form from 20 August. To help your planning, term will start on Thursday 3 September for students in Year 12 with an induction day in the Braintree Sixth Form building. Year 12 students will not be required in school on 4 September but the normal timetable will begin from Monday 7 September. We will let you know if we need to make any changes to these plans as soon as possible.

If you have not made your offer conditions, would like to change your subject choices or need to discuss any additional needs with us, you will be able to see or speak to a member of the sixth form staff. Students collecting their results from Notley High School will be able to come to see a member of staff in the sixth form at the time when they collect their results on the morning of 20 August or can make a later appointment. Students receiving their results from other schools will be able to make an appointment to speak to one of the team from 1pm on 20 August or during the day on 21 August. Please contact Mrs Turner, our administrative assistant, to arrange this (lois.turner@braintreesixthform.com). The current government guidance for schools does mean that appointments are necessary.



If you have not completed the Summer Preparation Tasks which were sent out earlier this term, we would encourage you to do so. A link to these is here

<https://www.braintreesixthform.com/applicants>

We wish you the very best for 20 August and look forward to welcoming you to Braintree Sixth Form.

Yours faithfully

Mrs Melanie Townsend

Head of Sixth Form KS5