



5 September 2017

Dear Parents/Carers

It is with great pleasure that I welcome both you and your child to Braintree Sixth Form. Both Mrs Sutton and myself look forward to working with you all over the next two years in this next step of your child's education.

Firstly, thank you to those of you that attended the induction evening last night. For those of you that were unable to attend, a copy of the parent/carer handbook will have been posted home to you and a copy of the slides from the presentation can be found on our website. Parent/Carer briefings are also emailed fortnightly so please do read these for important updates.

If you would like to discuss any issues relating to your son/daughter, the first point of contact must be made through their form tutor. I have listed below form tutors and tutor groups and have included their email addresses for you.

S – Mr Potter (terry.potter@braintreesixthform.com)

I – Mr Blogg (joe.blogg@braintreesixthform.com)

X – Mrs J Newell (jackie.newell@braintreesixthform.com)

T – Mrs Usher-Letch and Mrs Ferriz-Barnes (judith.usher-leitch@braintreesixthform.com and isabel.ferriz-barnes@braintreesixthform.com)

H – Mrs E Stroud (elaine.stroud@braintreesixthform.com)

F – Mrs Monro (susan.monro@braintreesixthform.com)

O – Mrs Dunton (catherine.dunton@braintreesixthform.com)

R – Mr Kenny (vincent.kenny@braintreesixthform.com)

All staff have teaching commitments and will not be available unless an appointment has been made.

Other key individuals that will be points of contact for you are Mrs Brewis-Shephard, Year Leader - Year 12 (alexandra.brewis-shephard@braintreesixthform.com), Mrs Watson, the Student Support Officer (caroline.watson@braintreesixthform.com), and Mrs Lewsey, the Sixth Form Administrative Support Officer (heather.lewsey@braintreesixthform.com).

I would like to take this opportunity to mention the importance of attendance. Good attendance at Braintree Sixth Form is essential for a student's education and they should aim for 100%. Any absence means that your child will miss out on work, fall behind and perhaps miss important deadlines. Students need to catch up on any work missed. I urge you not to take your child out of education for holidays or for appointments where possible; this academic year is particularly important and any time missed could result in missed exams or coursework. It is also important that students aim to avoid taking holidays on exam results day. Please try and ensure that if your child needs to be absent for a medical appointment, they do not lose a whole day for this appointment. Your child should return to Braintree Sixth Form following the appointment if at all possible. Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend.


If your child is too unwell to attend, they should contact the absence line on each day of absence. **The absence line number for Year 12 is 01376 556394. Students should also email their class teachers for the day of absence as a matter of courtesy and to ensure that they are aware of the work that will need to be completed on their return.** We will continue to monitor attendance closely. In addition, if you have a planned absence, then a planned absence request form must be collected from Mrs Watson, Student Support Officer. This should be completed and returned.

Year 12 is an extremely important year for the students as they begin their A Level courses. I hope that students have enjoyed their first week. They must ensure all necessary documents including medical forms have been returned. I hope that, with your support, it will be an enjoyable, successful and happy experience for your son/daughter.

Yours faithfully



Mr R Miller
Acting Head of Sixth Form



Mrs H Sutton
Assistant Headteacher – KS5

