



5 September 2017

Dear Parents/Carers

I hope that you and your son/daughter have had a relaxing summer break and that they are rested and prepared for the demands of Year 13. As you will be aware, I will now be on maternity leave and Mr Miller will be the acting Head of Sixth Form in my absence. Mr Miller can be contacted either by calling the main reception or by email at robin.miller@braintreesixthform.com.

I would also like to take this opportunity to remind you of some key information regarding Braintree Sixth Form. 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 – Ms Webster (gabi.webster@braintreesixthform.com)
I – Mrs Woodward (sally.woodward@braintreesixthform.com)
X – Ms Shepherd (jo.shepherd@braintreesixthform.com)
T – Mrs Cole (candice.cole@braintreesixthform.com)
H – Mrs Harris (agnes.harris@braintreesixthform.com)
F – Mrs Cosway (laura.cosway@braintreesixthform.com)
O – Mr Bridgwater (neil.bridgwater@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 Mr Nitsche, Year Leader - Year 13 (chris.nitsche@braintreesixthform.com), Mrs Watson, our Student Support Officer (caroline.watson@braintreesixthform.com), and Mrs Lewsey, our Sixth Form Administrative Support Officer (heather.lewswey@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% attendance. 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 13 is 01376 556393. Students should also email their class teachers for the day 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



Wootley Road
Braintree
Essex CM7 1WY
t: 01376 556353
w: braintreesixthform.com
e: enquiries@braintreesixthform.com

Mrs Watson, the Student Support Officer. This should be completed and returned.

Year 13 is an extremely important year for the students as they complete either their A Level courses or the IB, as well as preparing for the next steps in their future, including their applications to university. Mr Bridgwater will be overseeing the UCAS process and can be contacted at neil.bridgwater@braintreesixthform.com. I hope that, with your support, it will be an enjoyable, successful and happy experience for your son/daughter.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'H Sutton'.

Mrs H Sutton
Assistant Headteacher – KS5