



7<sup>th</sup> October 2020

Dear Parent/Carer

## Year 13 Parents' Consultation Evenings (PCE) Tuesday 13<sup>th</sup> and Wednesday 14<sup>th</sup> October 2020 3pm-6pm

This year, in line with guidance in relation to COVID-19, we are making some adjustments to our usual PCE day. To avoid an increased number of visitors on site, we are offering the opportunity for you to book and request phone calls instead of face to face meetings with teaching staff. We are also running the event across two afternoons between 3-6pm, this is to ensure that all subject areas can accommodate their requests for phone calls. The subjects have been allocated across the two dates as follows:

Tuesday 13 <sup>th</sup> October	Wednesday 14 <sup>th</sup> October
Art, Craft & Design, Art & Design BTEC Double and Triple	Economics
Biology	Modern Foreign Languages – French, Spanish, German
Business and Business BTEC	Music
Chemistry	Computer Science
Core Mathematics	Psychology
English Language	Sociology
English Literature	Science – Applied Science BTEC
Geography	Sport and Exercise Science BTEC Triple and Sport and Physical Education (A-Level PE)
History	EPQ
Physics	Creative Digital Media
Mathematics and Further Mathematics	
Religious Studies	
Government and Politics	
Supporting Teaching and Learning in Schools	

All appointments will be 5 minutes in total and the conversations will be focussed on the students' progress in the individual subject area. Teaching staff will call you at the allocated time to provide you with an overview and some feedback regarding your son/daughter's academic progress; next steps and advice for improvement will also form part of this conversation.

Although these appointments are optional, we hope you will consider booking, especially following the cancellation of the Year 12 PCE event in the summer term and the period of remote learning undertaken by this year group; it would be great to have the opportunity to review the past few months with you and to gather your feedback too.

Unfortunately, our electronic booking system will not operate under these new arrangements. Therefore, we will be providing students with a paper booking form during tutor time this week. They will need to take this form with them to their lessons, where teachers will dedicate the first 5mins to allocating students a time for your phone call to take place. This process will begin this week so that you have confirmation of your time slot by the end of Monday 12<sup>th</sup> October at the latest.

If you have any queries regarding the above arrangements, please do not hesitate to get in touch with your son/daughter's Form Tutor or a member of the Sixth Form Administration Team on 01335 343685 ext 11913.

Over the next few pages of this letter, I have provided you with some updates and information regarding Year 13 and the Sixth Form in general. We hope this is useful and that it offers some clarity regarding your son/daughter's experience at Sixth Form this term.



We would like to take this opportunity to update you on some aspects of Sixth Form that may be of concern or that you may have questions about:

## COVID-19 Safety and Precautions

We are following all of the Government and Department of Education's guidance as outlined in Mr Garrity's weekly bulletins and the letter sent out at the start of term. This includes:

- **Face-coverings:** to be worn in all communal areas such as Sixth Form café, main site canteen, corridors and on all public transport. Please ensure that your child has a face-covering before they set off for school.
- **Hand sanitiser:** is available throughout the Sixth Form and in every classroom, we are reminding students to use these throughout the school day.
- **Antibacterial wipes:** these are also available in every classroom for students and staff to use to wipe down desks. Enhanced cleaning is also taking place on a more regular and daily basis.
- **One way system:** a one-way system is in place throughout the Sixth Form centre.

## UCAS and Apprenticeships

We began our internal UCAS application process during the summer term, where students were provided with access to remote resources to help them to begin their application and to start writing their Personal Statements. We have continued this support in recent weeks with tutorials and virtual assemblies being dedicated to providing students with tips and reminders about what needs to be completed. Our Year 13 Tutor Team have been asking students to see their draft Personal Statements so that they can offer their feedback and advice, please encourage your child to take them up on this opportunity as they have valuable experience and advice to share.

We have set up a dedicated MS Teams folder for students who are applying to university and for those who are applying for apprenticeships. These folders contain numerous resources and templates which students may find useful. The UCAS website is also a very useful resource to use: <https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement>

We also have access to a virtual presentation prepared by Northumbria University on how to choose and apply for UCAS courses, this presentation would have usually been delivered in person during an assembly, however students can access this via this link instead: <https://vimeo.com/459001034/42dfdf9de3>

Our internal deadline for the UCAS application to be completed and submitted is **Friday 13<sup>th</sup> November**. This is an internal deadline only, which means that when the students click submit, it comes to us for checking and not to the universities themselves. We set this deadline in November to allow us time to thoroughly check each student's application on an individual basis, this is to ensure that they have entered the correct course codes, personal information etc. We also personally review every student's reference and personal statement one last time before it is submitted. The final step in this process is that students will be asked to attend a one to one appointment with Mrs Thrupp (Sixth Form Administrator) who will then ask them if they are happy with everything and if so, they are asked to click the send button, this is always a very exciting yet nerve wracking moment!

Students who miss this deadline run the risk of not having the checks done, as we will run out of time ahead of the final UCAS deadline. Applications submitted after the 13<sup>th</sup> will be reviewed on a first come first served basis and only if we have time once all other applications submitted by the internal deadline have been checked.

Apprenticeships – students in Year 13 have been provided with an opportunity to attend a virtual workshop with ASK (a local apprenticeship organisation). To sign up students need to contact Ms Morgan via email [morgan@queenelizabeths.derbyshire.sch.uk](mailto:morgan@queenelizabeths.derbyshire.sch.uk)

Further apprenticeship support and advice will be provided throughout this academic year.



## UCAS Predicted Grades

All students whether applying to university, apprenticeships or employment will receive a predicted grade. These will appear on Go4Schools from **Monday 12<sup>th</sup> October**. These grades are required for UCAS applications and for apprenticeship/job applications prior to the final exams taking place. We understand that this has caused some concern amongst students, who are understandably worried about the implications of these grades following media speculation, a summer of remote learning and the experience of Year 13s last year. However, please rest assured that these grades are not centre/teacher assessed or final grades. They are based on the teacher's professional judgement about what they think the student could achieve at the end of the two years for the purposes of university and apprenticeship applications only. They will take on board the student's aspirations and the grade will be based on a holistic set of evidence gained during Year 12 and recent weeks. We will also take into account the students overall effort and commitment to their studies, as these are good indications that the student would go onto achieve highly.

## Uniform

It has been great to see so many of our students following our dress codes and looking smart. However, we still have to challenge some students on the length of their skirts. Our dress code clearly states that skirts must be knee length, please can you support us by checking that this is the case. Our teachers and tutors will continue to check this over the next few weeks and phone calls home will be made to those students that are not meeting our expectations.

## Attendance and Absence

Attendance to lessons at KS5 remains important and we are continuing to monitor our students and to offer support when we notice patterns of absence. A-level and BTEC's at Level 3 are a significant jump up from GCSE and accessing the teaching, learning, assessment and support from teachers is vital. If students are having to self-isolate, they will be expected to keep on top of their work by accessing the remote learning resources provided via MS Teams. All students have been provided with a demo of how to use this facility both during their tutorials and lessons over the past few weeks. They can also access a video tutorial using the link below:

[https://www.youtube.com/watch?v=47sY9rR4tkc&feature=emb\\_logo](https://www.youtube.com/watch?v=47sY9rR4tkc&feature=emb_logo)

If your child is absent for any reason, please phone our Sixth Form reception on 01335 343685 ext 11424 before 9am. Medical appointments and driving lessons should be made after 2.30pm whenever possible to ensure students are getting as much as they can out of their lessons and the school day as possible.

Tutor time is compulsory for all students and takes place at 8:40 – 9:00am. The only day students are not required to attend is on Monday A week (for Year 12) and Friday A week (Year 13) as outlined in the previous letter (September 2020). We have a new tutorial plan and structure in place to ensure that students are supported in building relationships with each other, completing careers and PSHE activities and accessing important weekly information.

## Exams 2021

As it currently stands, there have been no changes to the dates or timings of the KS5 exams series 2021 for both BTEC and A-Level courses. However, a small number of subjects have been informed of some changes to the content and requirements of the exams. If you would like further information about these changes, please follow <https://www.gov.uk/government/news/exams-and-assessments-in-2021>. We are closely monitoring updates from the Department of Education and OFQUAL regarding exams. If there are any changes or announcements, we will contact you and the students as soon as possible.

# QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Headteacher: Mr S Garrity Chair of Governors: Mr C Smith



## Post-16 Bursary

Financial support is available for students who are in financial hardship at QEGS Sixth Form. Please contact our Sixth Form Administrator, Mrs Smith [smithv@queenelizabeths.derbyshire.sch.uk](mailto:smithv@queenelizabeths.derbyshire.sch.uk) for further information.

## Virtual Volunteers Fair and KS5 extra-curricular opportunities

We still want to provide our students with opportunities to learn new and transferable skills, as well as to ensure that they are still able to access some of the social independence associated with KS5. As part of this, we are launching a virtual volunteers fair on Tuesday 6<sup>th</sup> October for students to see how they can still support their local and wider school community via remote or virtual access. We are also in the process of launching our Young Enterprise Team (where students have the opportunity to set up their own business), some sports clubs, debating society, our ECO/Climate Change Group and our Sixth Form Student Council. Further details regarding these will be provided very soon.

We hope you find this information useful. If you have any further queries, please do not hesitate to contact your child's form tutor, Mr Walker (Deputy Head of 6<sup>th</sup> form) or Lou Allen.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Allen'.

Mrs L Allen

**Head of Sixth Form**