

July 2020

Prospective Year 12 Students (External Candidates) 2020-21

Year 12 Enrolment Day

Thank you for your application to join the Norwood Sixth Form. I am looking forward to seeing you in August. This year, arrangements for enrollment will be somewhat different. In order to keep everyone safe and socially distanced, we would like to invite you to our enrolment day on **21st August 2020**, the day after GCSE examination results are published.

All students must enter via the front of the school - Crown Lane (reception) **from 9 am to 2pm**.

Enrolment into Year 12 will take place in the large canteen. Students and parents will be enrolled on a first come first served basis, we will have a larger admission team this year to help advise students and reduce waiting time.

Students & parents will have access to careers advice and guidance if this is required. All students will exit from the back entrance (Elder Rd).

In anticipation of this day, I would like to be aware of the following;

- You **MUST** bring hard copies of your results with you on enrolment day
- Proof of address
- Passport

- If students are not able to join us on 21st August, 2 further enrolment sessions are available on Monday 3rd & 4th September between 3-4:30 pm.

- The Sixth Form Subject Expectations booklet (available on the website Sixth Form transition materials) has details of our general expectations and specific subject expectations as well as details of subject virtual classrooms and subject leaders details (available NOW), *we ask that you email the leader of the course to ask permission to join & introduce yourself (You will be expected to join once you have enrolled).*

- Transition materials for students to begin their learning are already available in the transition materials section - these are Subject Curiosity sheets & Gateway booklets.

- Sixth Form Handbook is available for you to review on the website (See Sixth Form transition materials) This includes information on Sixth Form expectations, Extra Curricular activities, Student Services Support, attendance/punctuality & assessment as well as much more (available NOW)

- On the day of enrolment students will receive a pack with the following enrolment forms to complete. **These must be handed back by the first day back 7th September.**

This includes:

- Sixth Form Contract
- Sixth Form Trip Letter
- Book deposit and Locker Costs – ALL Students will be required to pay £20 Book deposit (refunded at the end of Yr 13 dependent on return of all books). Students are advised to rent a Locker at the cost of £10 (£5 will be refunded when the Locker Key is returned).

Photographs will be taken on the enrolment day in order to update school records and generate a Sixth Form ID Badge. Please be prepared and smile!

May I remind you that failure to hand in all the enrolment documents and money requested by the 7th September will mean that you will not be eligible to enrol.

We are looking forward to seeing you on the 21st August to celebrate your success.

Have a safe, fun and restful summer.

Yours sincerely



Mr J Cox
Head of Sixth Form