

July 2020

*Prospective Year 12 Students 2020-21(Internal Candidates)*

**Year 12 Sixth Form Enrolment Day**

I am looking forward to seeing you on 20<sup>th</sup> August 2020, when the GCSE examination results are published. In light of the requirement to **socially distance and to avoid lengthy queues** **we will be separating results day into two sessions**

- Students with **surnames beginning with A-L** – please arrive between **9 -12pm**
- Students with **surnames beginning with M-Z** – please arrive between **12-3pm**

All students must enter via the back gate (**Elder Rd** entrance). Results will be collected from the sports hall.

We will be operating a one way system.

Enrolment into Year 12 will then 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 than usual to help advise students and reduce waiting time.

Students & parents will also have access to careers advice and guidance if this is required.

All students will then exit from the front entrance on Crown Dale.

***Please do not attempt to enter via the front entrance, please also ensure that you arrive in your designated session.***

Name of student:

Please collect your results from **9am to 12 pm or 12pm to 3pm (delete as appropriate)**

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

- If students are unavailable 2 further enrolment sessions are available on Monday 3<sup>rd</sup> & 4<sup>th</sup> September between 3-4:30 pm.
- All students will need to access their Google classroom Tutor group for further details regarding the start of term (**7<sup>th</sup> September - 8:30am**). **All students have been invited - please ask your child to check their school email ([name@thenorwoodschool.org](mailto:name@thenorwoodschool.org)) regularly accept their invite.**
- 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)

- 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 7<sup>th</sup> 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 7<sup>th</sup> September will mean that you will not be eligible to enrol.

We are looking forward to seeing you on the 20<sup>th</sup> August to celebrate your success.

Have a safe, fun and restful summer.

Yours sincerely



**Mr J Cox**  
**Head of Sixth Form**

