

Dear Parent / Guardian,

As Director of Sixth Form, I would like to congratulate your son or daughter on gaining the grades required to continue their studies into Year 13 at Coombe. I would also like to use the opportunity to provide some detail about parents' evenings, school deadlines for UCAS applications and other aspects of sixth form life that may affect your son or daughter during this year.

Parents' evenings start at 4.30pm and finish at 7.30 pm. They will take place on

- Year 13: Wednesday, October 19th for A2 courses.
- Year 12: Wednesday, January 19th for AS courses.

I would like to remind you that all students at Coombe, whether in Year 12 or 13, are in an 'Induction Period' during the first four weeks of term. Students are assessed in terms of their ability and suitability in their different subjects and if there are concerns, they will be interviewed with a view to supporting them or assisting them in choosing a new subject. We will inform you if this is the case.

Members of Year 13 who wish to apply to university this year have already received instructions on how to register on the UCAS website. Help sheets for using this site, writing their personal statements and completing their UCAS applications are available from their mentors and we will be happy to offer further advice and support throughout this important process. Students applying to Oxbridge and/or for Medicine, Dentistry or Vet Medicine courses, need to have their applications completed and approved by Mrs Law before the end of September. All other UCAS forms need to be completed by the school deadline date of 21st October. LNAT and BMAT tests can be taken in school and additional sessions will be offered to students in preparation for these tests.

We endeavour to ensure that all students fully understand the expectations and guidelines that operate at Coombe and your son or daughter will have received a copy of the new Sixth Form Behaviour Policy during the first week of term. I enclose a copy for your reference.

If your son or daughter is eligible for free school meals, it is particularly important that we are informed of this for a number of reasons. Firstly, the school's overall funding is significantly affected by the number of students who receive free school meals which means that valuable resources become available to us for use in school. Secondly, the catering facilities at Coombe are excellent and students are able to use their free school meal entitlement at our very popular 'Planet Café' as well as the school dining room. For your information, generally, students are eligible for free school meals if their parents receive Income support or Job Seeker's Allowance. If you believe that your son or daughter may be eligible for free school meals, please contact Andy Kerr at Kingston Guildhall on 8547 5256 who will be able to advise you. Please do find out if you are eligible – it could save you money as well as help the school.

Students whose family income has fallen to below £30,000 per year can apply to join the EMA scheme for Year 13. If you would like information about this scheme, please contact me in school.

We are extremely grateful for the Sixth Form Fund contributions of £20 made by parents, which enables us to provide a wide range of valuable activities and opportunities for our students that would be impossible without this source of funding. Your son or daughter should hand their contribution in to their mentor as soon as possible after the start of term.

I have attached a list of the term times and other key dates for Year 13, together with details about declining exam grades, arranging and paying for module re-sits. Please contact your son or daughters mentor or Mr Bawn, Director of Exams if you require any further information.

Finally, I hope that your son or daughter has a successful and happy year at Coombe and we look forward to seeing you at the Year 13 parents' evening.

D. Peters
Director of Sixth Form