

**CIRCULAR: UIC 2014/5**

To: **Sixth Form Pupils and Parents**  
College Secretary

September 2014

**INFORMATION EVENING FOR PUPILS AND PARENTS**

I am writing to inform you that an Information Evening for Sixth Form pupils and their parents will be held in the hall on **Tuesday 2 September 2014 at 5.30pm.**

The purpose of the meeting is twofold. Firstly, you will be given information on matters such as dates for diaries, CAS and EMA (Education Maintenance Allowance). You will, of course, have an opportunity to ask questions and to address any queries or concerns which you may have.

Secondly, pupils and their parents will be asked to sign the Sixth Form Agreement. This agreement sets out in detail the rules and procedures which sixth form students will be expected to adhere to. Discipline and good behaviour will be of paramount importance during your child's sixth form career and sixth form students will be expected at all times to conduct themselves impeccably and to set a good example to pupils in the lower school.

For this reason, therefore, I would strongly encourage you to attend the meeting as agreements will be available to sign. If, however, you are unable to do so, please indicate this on the reply slip. Students will be required to collect the agreement from Mr Dunlop, Sixth Form Leader. This should be signed by student and parent and returned promptly. For your information, an abbreviated Agreement is included in the Sixth Form Planner.

I am confident that, provided pupils, parents and staff work closely together from the outset, we will have a sixth form consisting of students who work hard to achieve their academic goals while, at the same time, enjoying this important phase of their school career. I look forward to seeing you at the meeting on Tuesday.

E G Martin

**Principal**



**Reply slip: Sixth Form Information Evening – Tuesday 2 September 2014**

Pupil Name \_\_\_\_\_ Class: \_\_\_\_\_

I will be attending the Sixth Form Information Evening on 2 September 2013 **YES / NO\***

My son/daughter will collect the Agreement and return promptly to Mr Dunlop

\* Please delete as appropriate

Signed: \_\_\_\_\_ (parent/guardian) Date: \_\_\_\_\_