

September 2020

Dear Parent/Carer

### **Year 13**

Please note the names of the Year 13 Form Tutors and their form rooms listed below. During Year 13 your son's Form Tutor will be responsible for his wellbeing and for giving him appropriate pastoral guidance and specifically for helping him with his UCAS application and his plans for the future.

In normal circumstances we would look forward to welcoming you into school for meetings with your son's subject staff, however, these face to face opportunities are not currently possible. Instead we hope to offer virtual meetings with your son's teachers on 12 November between 16.15 and 18.15. We also have a Form Tutor meeting planned for 2 February 2021. Further details on these meetings will be sent to you nearer the time.

Please can I stress that having committed himself to studying A Levels here with us that we expect him to continue to arrive at school punctually so he is in school for 08:40 and in his form room for registration at 08.45 and to adhere to the dress code. Full details of our expectations for Sixth Form study are in the "Sixth Form Agreement". We hope that we can count on your support here. If your son is too unwell to attend school, please e-mail [attendance@rgshw.com](mailto:attendance@rgshw.com) or telephone 01494 551466 by 8am on each day of absence.

Staff will upload classwork and homework to Microsoft Teams. If your son is absent from school and is well enough to do school work he should be able to access lesson resources on Teams to ensure he can keep up to date with work.

I am sure that your son will have a rewarding last year at the RGS, and we will do our best to ensure that he performs to his, and to our, full expectations. If you have any issues you wish to raise with the Form Tutor or me, please do not hesitate to contact the school to arrange an appointment.

As you are aware, you and your son have completed and signed the 'RGS Lifetime Behaviour and Medical Consent form' for RGS day trips. However, please understand that it is a parental responsibility to inform Matron [matron@rgshw.com](mailto:matron@rgshw.com) of any changes to the medical condition of your son, and any changes to emergency contact numbers should be sent to Mrs Gamester [pg@rgshw.com](mailto:pg@rgshw.com); these requests apply to your son at any time during his school career. Contact detail changes can also be made using the SIMS Parent App.

Yours faithfully

**Mrs S Tan**  
**Assistant Director of Sixth Form**

### Form Tutors/Room Numbers

<b>13</b>	<b>HoY: Mrs S Tan</b>	
BW	Mr PJ Wood	B2
EN	Mr AM Newton	Ch2
EO	Mr MD O'Reilly(Tu/W/Th)/ Mr DM Travi (M/W/F)	7/CC
HT	Mr SB Taylor	29
LL	Miss SK Lawson	L2
ME	Mr SJ England	G4
MW	Mrs LM Woodbury (M-Th)/ Mrs S Byrd (Tu/Th)/Ms J Morrice (F)	33
SG	Dr M Goodier	C2
SH	Mr P Hoyle	P3