

3<sup>rd</sup> February 2022

**Dear Year 12/13 Students (and Parents for information),**

Now that both year groups are back into a normal routine following the mock exams, I would like to remind everyone of our continued expectations.

**Punctuality to school and attendance**

Please ensure that you are on site and in your Form Rooms for registration at 8.40am. We expect the 6<sup>th</sup> Form to set the tone for the rest of the school and therefore we ask that you leave plenty of time for your journey to school to cater for the fluid and changing nature of the traffic situation around the school. We expect you to be punctual and to stay on site until your designated departure time. Whilst students are allowed off site at break times, you are expected back into school before the start of Period 5 or Period 7. You can expect to be sanctioned for a lack of punctuality to school or being off site without permission.

**6<sup>th</sup> Form Car Park**

The dedicated area for Sixth Form car parking is via permit only and the spaces have very nearly all been taken. If a Year 13 student wishes to park there, he must obtain a permit from Resources and have the car registered with school. Once all the spaces are taken, you are politely requested to park in a neighbouring street being mindful of the residential nature of these streets. Students should not be parking in the staff car park areas on Uplyme.

**Leave of Absence Requests**

Any planned absence from school must be requested via the 'Request for Leave of Absence' form, under the 'Parents' tab on the RGS website. We respectfully ask that this is done with as much notice as possible, ideally at least two weeks in advance. We are currently experiencing requests for absence either on the day itself or the day before which leaves us no time at all to process the requests. Please also try to avoid routine medical appointments being scheduled during the school day. Driving lessons must not be scheduled during the school day. With Offer Days (Y13) and University Open Days (Y12), it is very important that you request these absences well in advance.

**Dropping a subject (Year 12)**

Following Miss Munday's recent assembly on the possibility of dropping a subject for students in Year 12, this is only to be done after very strong consideration and the detailed completion of the relevant form and with the awareness of parents (as certified by your son on the form) and the approval of School. It is perfectly normal for students to carry on with 4 subjects until the Summer at least and to delay any decision until after the UCAS exams in June. Those wishing to continue with 4 A Levels permanently can do so, being mindful that this is only sensible if they are performing at a good level in all subjects.

Please get in touch if you have any queries,

Yours faithfully,

Steve Noyes

Director of Sixth Form