



CHRISTOPHER WHITEHEAD LANGUAGE COLLEGE & SIXTH FORM

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Our Ref: MM/LJB
27 November 2018

Dear Students, Parents and Carers

I am writing to inform you of some key dates in the coming weeks and months, and to enlist your cooperation in supporting your son/daughter to make progress for the rest of the academic year.

Year 12 students have now settled into their A-level subjects, and are making action plans in light of their first set of full reports. Year 13 students are starting to prepare for the mock and external A-level examinations.

Our year 13 parental consultation evening is on **Thursday 6th December 2018, 5:30pm-8:30pm**. In addition to year 13 students, we will be inviting a number of year 12 students to this evening to discuss their progress.

All parental consultation appointments will take place in the sixth form centre and students are strongly advised to make appointments with all of their subject teachers to benefit from individual advice.

How do I book appointments?

- Students are requested to make appointments directly with subject teachers and communicate these with parent(s)/carer(s).
- If students are requested to attend an additional consultation (i.e. if a year 12 is requested to attend the year 13 parental consultation evening), we will notify you that your son/daughter is required to attend.

If you are unable to attend your specific parental consultation evening, please feel free to contact the subject teachers or personal tutors directly, email addresses can be found on the sixth form website.

I would also like to draw your attention to the following key dates:

Year 12

- **Thursday 7th February 2019:** Parental consultation evening for year 12 (and invited year 13 students).
- **Week beginning 24th June 2019:** Year 12 internal examinations and study leave (one week).
- **Week beginning 8th July 2019:** Year 12 work experience week.

Year 13

- **Friday 1st December 2018:** Advised internal deadline for completion of UCAS personal statements and applications.
- **Week beginning 9th December 2018** – Retake week for those year 13 students wishing to improve their grade.
- **Week beginning Monday 21st January 2019:** Year 13 Mock Examinations
- **Monday 15th January 2019**– UCAS official deadline for submission of applications for equal consideration.
- **Wednesday 13th February 2019** – Year 13 Mock Exam Report issued.

Reminders:

- We send a daily text message home to parents of any students for whom our registers indicate missed registered sessions (lesson, study period or tutor period). Parental replies are most appreciated.
- Many notices are communicated to students via email. Most students regularly check their emails, however some routinely miss important announcements. We ask that you remind your son/daughter to check their school email account regularly.
- Please keep us informed of any changes in your son/daughter's medical or personal circumstances so that we can keep our records up-to-date.

Thank you in anticipation of your continued cooperation enabling us to provide appropriate support.

Kind regards

A handwritten signature in black ink that reads "Mr M Mobberley". The signature is written in a cursive style and is enclosed within a hand-drawn oval border.

Mr M Mobberley
Assistant Headteacher
Head of Sixth Form