

# The St Marylebone Church of England School

Headteacher: Mrs Elizabeth Phillips O.B.E., B.A. (Hons), M.A., A.K.C.

*Lower school site*  
64 Marylebone High Street  
London W1U 5BA  
Telephone: 020 7935 4704  
Facsimile: 020 7935 4005

*Post 16 centre*  
14 Blandford Street  
London W1U 4DR  
Telephone: 020 7486 9096  
Facsimile: 020 7935 4005

Monday 7<sup>th</sup> July

Dear Parent/Guardian,

## Welcome to Post 16 Education

I hope that you and your daughter/son are enjoying the summer and looking forward to her/him joining Year 12 in September. Post 16 education is an exciting and challenging time for young people and their carers and I look forward to working with you to ensure that your daughter/son thrives during this period. At the start of each term I hope to be able to write to you about the term ahead. However, if at any time you have any concerns please do not hesitate to contact me. In particular sometimes young people can be reticent in sharing their achievements out of school with staff and I would be delighted if you could let us know of any successes that your daughter/son has so that we can celebrate them with her/him too.

### Enrolment

Your daughter/son must enrol for her Year 12 courses after collecting her GCSE results on **Friday 22<sup>nd</sup> August 2008** between 10.00am and 2.00pm at 14 Blandford Street. The process can be greatly helped if your daughter/son has already completed the attached *Enrolment Forms*. Please note that one of these needs to be signed by you. Students taking a subject as part of the consortium need to enrol between 12.00pm to 2.00pm. Due to the long waiting list, we will be unable to reserve any places beyond 2.00pm. (If your daughter/son does not enrol by this time, we will assume that you have decided not to return to school and the place will then be given to a student on the reserve list.)

Applicants must achieve the entrance grades as outlined on our website ([www.stmaryleboneschool.com](http://www.stmaryleboneschool.com)) and go to Pastoral, Sixth Form, Subjects and Courses. The summary given on the website states:

Students must satisfy us that they have a strong commitment to Post 16 studies and that they have the ability and attitude to do well. GCSE grades (or predicted grades) form the basis of our decision concerning A Level courses but we will also consider attendance, punctuality, behaviour, attitude and effort records. All students are expected to hold a strong commitment to a religious faith. Normally we require all students for A levels to have at least 5 GCSE (grade B or above) and GCSE grades A\* to C in Mathematics and English Language.

However, some subjects have additional requirements, please check the website. If following GCSE results your daughter wishes to change her AS options she must discuss this with Ms Grant during enrolment. (We would advise that your daughter has a second 'insurance' choice of post 16 education in case she does not meet our entrance requirements.) If she wishes to change her choices after enrolment she must contact me ([george.casley@stmarylebone.westminster.sch.uk](mailto:george.casley@stmarylebone.westminster.sch.uk) or 020 7486 9096) before Wednesday 3<sup>rd</sup> September. Changes can not usually be made at this stage.

All students must bring the following with them in order to enrol:

- £75, cash or cheque payable to 'St Marylebone School.' This is a fully refundable deposit which will be returned to you when your daughter leaves the school, less the cost of any books or equipment which is not returned correctly. If this payment causes you any problems please contact me in confidence.
- Completed enrolment form(s). Please note that one of these needs to be signed by you as parent/carer.
- Copies of all GCSE results slips / certificates for all public examinations.
- Signed/corrected student Data Sheet.
- Completed Questionnaire
- Two passport-sized photographs (with name clearly written on the reverse)
- Passport or other proof of UK residency

## **The start of term and induction**

Term starts promptly on Monday 8<sup>th</sup> September at 8.30am in the theatre on the main site. The first two days will be an intensive induction into post 16 learning and will introduce your daughter/son into the plethora of opportunities available to her in Year 12 as well as giving her the opportunity to acquire new skills and hear some inspiring speakers. The next two years are a challenging opportunity for your daughter/son. There will be a meeting with the post 16 team for you and your daughter/son on **Thursday 25<sup>th</sup> September** from 6:30pm to 7:30pm in the theatre on the main school site at which we will outline the programme further.

## **Changes in post 16 staffing**

Firstly I would like to thank Mr Nick Hull for all of his hard work as Director of Post 16 Education and to wish him well in his new role as Head of Design and Technology. Having been a head of sixth form at another school I am delighted and privileged to join the extremely successful team at St Marylebone as Director of Post 16 education. As head and deputy head of sixth form I have been involved in Post 16 Education for over ten years, as well as being a Head of Religious Studies, Duke of Edinburgh's Award and lighting and sound co-ordinator. My wife is Head of the HIV unit at Chelsea Westminster Hospital and our daughter/son is in Year 7. I am very much looking forward to being at St Marylebone School and hope that with my colleagues and you we can ensure that your child thrives. In the Post 16 team I am delighted to be joined by Mr. Cheshire as Head of Year 13, Ms Grant as Head of Year 12, Ms O'Malley as the pastoral assistant. Tutor groups will be house groups and there will be eight groups in each of Years 12 and Year 13.

## **Attendance, punctuality and dress**

I would like to remind parents of the school's policy on attendance, punctuality and dress. These will be reiterated and enforced in the *Post 16 Handbook* that your daughter/son will be given in September as we do take these issues very seriously. All Year 12 students are expected to be punctual for registrations (8.30am and 1:30pm), lessons and activities and to behave and dress appropriately at all times. The dress code for post 16 students is (and always has been) business dress and aims to balance allowing students to express themselves and being dressed to learn. This, as a minimum means shirt, trousers and shoes (not trainers). Girls may also wear long skirts and long dresses that cover the shoulders. Examples of what is acceptable will be given during the induction days and at the meeting for parents and students on Thursday 25<sup>th</sup> September. When students are not in lessons they have supervised study and thus should be in school from 8:30am to 3:30pm every day. They must always carry their swipe card and it is vital for Health and Safety that s/he always swipes in and out of a building. Whilst in Years 12 and 13 the rules concerning the reporting of absences still apply. All absences must be covered with a letter of explanation promptly no later than two days after returning to school and handed in at registration. Students who receive EMA must have the letter authorised at registration and hand to Ms Kenny. Full name, year, tutor group and reason for absence must be clearly written or typed. (Medical appointments should be made out of school time. If this is impossible permission for absence must be requested in advance.) All letters must be signed by a parent/guardian.

## **EMA**

You should already have received details of EMA (Education Maintenance Allowance). If you have not, and your household income is less than £31, 580 please contact Ms Kenny as soon as possible. Full details are available on [www.delni.gov.uk](http://www.delni.gov.uk) and search for Education Maintenance Allowance.

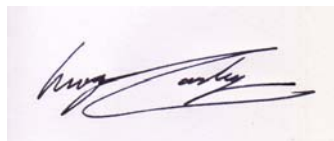
## **Your Views**

As Ms Grant, Mr Cheshire, Ms O'Malley and I start our roles with Year 12 and 13 we are very interested in hearing your views concerning post 16 education at the school. Therefore, we would be enormously grateful if you could complete the enclosed questionnaire with your daughter/son and return it at enrolment.

I hope that you and your daughter/son have a restful and relaxing summer and I very much look forward to meeting you next term. Both I and Ms Grant as Head of Year 12 will always be very keen to hear from you if you wish to discuss your daughter's/son's/ward's education with us.

Yours sincerely,

George Casley  
Director of Post 16 Education





### AS Subjects in each block

	A	B	C	D	E
<b>AS Levels</b>	Chemistry Economics English lit History	English lit Maths Psychology Textiles Accountancy Philosophy (AS over two years)	Biology D & T product design French Psychology Music Technology Art Further Maths Drama	Biology English literature Geography Physics Sociology Spanish Music Art	Government & Politics Media Studies Religious Studies German Chemistry Classics (AS only)
<b>Applied AS Levels</b>			Business Studies (Sgl)	ICT	
<b>BTEC courses</b>					Office Applications Dance
<b>Other courses</b>	OCR Nat Diploma Health & Social Care				

### AS courses to be taken in each block

Block	A	B	C	D	E
Subject					

If you wish to take one subject at another member of the consortium please circle it and write the name of the consortium member below. If you are to do this you now also need to complete the attached *6f Enrolment Form*.

Name of additional centre applied to: \_\_\_\_\_

Signed by student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Tutor / Head of Year: \_\_\_\_\_ Date: \_\_\_\_\_



# 6F ENROLMENT FORM

Home Centre: St Marylebone

Surname: ..... Forename: ..... Middle name(s): .....

Date of birth : ..... Gender: Male  Female  Year 12  Year 13

Home Address: .....

Postcode: ..... Borough of residence: .....

Home Tel: ..... Mobile Tel: .....

E Mail: .....

Previous School/College: ..... Leaving date: .....

Head of Year in Year 11: .....

Passport checked: Yes  No  Signature of staff member checking passport: .....

Number of years resident in the UK: .....

Emergency Contact 1: Name: ..... Relationship: .....

Tel: ..... Daytime Address: .....

Emergency Contact 2: Name: ..... Relationship: .....

Tel: ..... Daytime Address: .....

Name of Parents/guardians (if not already named above): .....

Relationship of guardians to student: .....

First language: ..... Other languages: .....

Country of Birth: ..... Family Religion: .....

Educational needs (EAL/SEN): .....

UCI (from GCSE results slip): .....

## Ethnicity

<b>White</b>		<b>Asian or Asian British</b>	
British		Indian	
Irish		Pakistani	
Any other white background		Bangladeshi	
(please write)		Any other Asian background	
<b>Mixed</b>		(please write)	
White and Black Caribbean		<b>Black or Black British</b>	
White and Black African		Caribbean	
White and Asian		African	
<b>Chinese or Other</b>		Any other black background	
Chinese		(please write)	
Other			



# Questionnaire to incoming new year 12 and their parents/carers, July 2008

1) Why did you choose St Marylebone School for post 16 education?

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2) Do you have any concerns about the provision of post 16 education at the school?

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3) How would you rate the following aspects of post 16 life at the school, where “1” is poor and “5” is excellent? (i.e. what are your expectations, what have you heard about these aspects of the school?)

Aspect	1 (poor)	2	2	4	5 (excellent)
Pastoral care					
UCAS and HE advice					
Quality of teaching and academic care					
Provision of extra-curricular activities					
Communication with students					
Communication with parents/carers					
Quality of library and ICT facilities					
Quality of post 16 accommodation					

Please return this form to Ms Kenny in the Blandford Street office at enrolment at the latest.

**Thank you very much for completing this form.**