



Mountain Ash Comprehensive School

Ysgol Gyfun Aberpennar

New Road, Mountain Ash, Rhondda Cynon Taff, CF45 4DG

Tel: 01443 479199

Fax: 01443 473412

www.macs.uk.net

S J Evans BA, MA

Headteacher

Our Ref: SR.ja

Date: 03 February 2017

Please ask for: Mrs S Richards

Dear Parent/Guardian,

I am writing to remind you of the school's expectations of our Sixth Form pupils.

Attendance

All Sixth Form pupils are expected to attend school every day. When they are not in a timetabled lesson they are to undertake independent study. We have a Sixth Form work room which can be used during these times. Full attendance is needed in order for pupils to reach their full potential, and extra independent study is essential for pupils on Sixth Form courses. Pupils also benefit from the facilities provided by the school and from working in an environment where support is available from both teachers and their peers.

Registration

Year 12: Should attend formal registration every day with their allocated form tutors. The only pupils who do not need to attend formal registration are pupils who are travelling to other schools for lessons 1 and 2. These pupils need to register on the electronic fingerprint attendance system instead. As they are leaving MACS, they then need to sign out so that staff at MACS know they are in lessons, but at another site.

Year 13: Year 13 pupils do not attend formal registration periods with allocated form tutors. They should attend registration every day in the Sixth Form block instead and register on the electronic fingerprint attendance system. Pupils who have lessons 1 and 2 at another school then need to sign out as they are leaving so that staff at MACS know they are in lessons, but at another site. All pupils who sign out using the electronic fingerprint attendance system should then sign back in on their return to Mountain Ash. This is an important safeguarding issue, as we need to account for the whereabouts of all pupils at all times.

Assembly

There is an assembly for all Sixth Form pupils in the lower hall every Friday morning at 8.50 am. The only pupils not expected to attend are those travelling to other schools for lessons 1 and 2. This assembly is vital for pupils as it gives me the opportunity to inform pupils of upcoming events and talks, in connection





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with university applications, apprenticeship applications, any opportunities for work experience etc.

Uniform.

All Sixth Form pupils are expected to wear the correct uniform at all times. This consists of a white shirt, the Sixth Form tie, black trousers or skirt, no jeans, and black shoes. The school jumper is optional. A black blazer is compulsory at all times for all pupils regardless of their subject choices, however, pupils will be allowed to remove their blazers during their taught lessons, if the classroom is warm.

Behaviour.

All Sixth Form pupils are expected to follow the school's code of conduct and to set a good example to our younger pupils at all times.

Please do not hesitate to contact me if you wish to discuss any of these matters further,

Yours sincerely

Sharon Richards
Head of Sixth Form

