



11 November 2020

Dear Parent/Guardian

### **Year 12 Programme of Study – Autumn Half Term 2**

We have been thoroughly impressed by the way that Year 12 students have settled into Sixth Form life over the first half term. Despite these unsettling times, they have risen to the challenges of their new A-Level and Applied courses. We have lost count of the number of Key Stage 5 teachers who have shared praise with us about the focus and positive attitude of students. 73% of our students have already received at least one piece of formal praise (in the form of a letter or email home.) 28% have received at least 2 pieces of formal praise. Year 12 students conduct themselves appropriately around school and help to maintain our high expectations of Sixth Form dress code. They are becoming excellent role models to our lower school students, and we thank them for their effort and the examples they are setting.

### **Wellbeing**

As we find ourselves once again in a period of lockdown, we would like to remind you that we are here to support students, not only with their academic studies but with their wellbeing too. If you are concerned about your child's physical health, mental health or wellbeing we would urge you to share this with us in confidence. We will work with you, to support your child however we can.

Year 12 have received an assembly on mental health this week and you can find more help and guidance on our sixth form webpage to support your children.

### **Tutor Ambassadors**

A number of students applied for, and have been appointed to the role of Tutor Ambassador. This is an important role, acting as the student voice for their peers. They will meet with a member of the KS5 pastoral leadership team throughout the year to discuss various aspects of school life, changes that they would like to see implemented and how we can better support students in their studies. We encourage Tutor Ambassadors to raise any concerns and be proactive in formulating potential solutions to the issues raised.

### **Work Experience**

In terms of work experience, we ask that students complete approximately 30 hours of placement that is directly linked to their chosen career aspirations. Students should also complete their 'Work Experience and Employability Journal' alongside this. Due to the current COVID restrictions we are responding by being much more flexible in our expectations of work experience this academic year. The term work experience refers to all forms of work-related activity including work tasters, running student enterprise activities, participation in social action, volunteering, participation in work placements taken with an external employer, participation in virtual work placements and successful completion of the online careers modules from the Start u-explore careers software.

We ask that students try to get a physical placement from January 2021 onwards if at all possible. We will continue to support and authorise placements organised during the term, but our preference would be students completing the hours during a holiday. We fully appreciate that physical work experience placements are now hard to come by so we are strongly recommending that students take full advantage of the virtual work experience opportunities. We continue to post many interesting and wide-ranging opportunities on the Year 12 'Post MES and UCAS 2022' Google Classroom page. Students should be actively keeping abreast of these opportunities and applying to suitable placements.

Work experience is an important feature of any strong university or apprenticeship application. For certain degrees, it is an essential entry requirement e.g. for Medicine, Teaching, Accountancy and Engineering. We would like to take this opportunity to flag the Study Higher website to you as an excellent resource. It lists all of the relevant opportunities available to young people in the local area and beyond including open days, work experience placements and workshops. It can be found at <https://www.studyhigher.ac.uk/events/>. Our Trust half termly Careers Spotlight newsletter also includes numerous opportunities for students in Year 12.

### **Start U-Explore, Careers Programme**

This half term the Start Programme focuses on work experience and building the skills required to become 'work ready'. While we acknowledge that not all students will want to complete work experience or be in a position to do so this academic year, we know that some students will. As such all students have been provided with a 'Work Experience and Employability Journal' [here](#) to complete in conjunction with the Start Programme. We encourage all students to fill in as much of this journal as they can, even if they do not intend to complete a work experience placement. Sections 1, 2 & 4 of the journal focus on employability skills, what employers expect and how to make a good impression. Knowledge of which, is useful to all students as they strive towards their post-Maiden Erlegh goals. It is essential for students to know how to promote themselves in a positive manner and set themselves apart from other applicants.

### **PSMSC Programme**

This half-term the pastoral programme likewise focuses on work related learning, as we concentrate on the rights and responsibilities of people in the workplace. Covering topics such as the Gig Economy, the importance of workplace procedures and dealing with harassment, to name but a few.

An overview of what is covered in the Start and PSMSC programmes this half-term can be found [here](#).

### **Supervised Study**

Supervised study remains an important part of the Sixth Form programme of study. It is an opportunity for students to consolidate their understanding of what they have learnt in class. It is not intended as an opportunity to simply complete homework. As we encourage our Sixth Form students to become independent learners they should be using this time to:

- complete wider reading
- use their PLCs (Personal Learning Checklists) to identify their strength and any gaps in their knowledge.

- complete additional tasks that their teachers have indicated should be completed during their directed time.
- complete practice questions or exam papers
- work on the targets they are set by their teachers
- complete Start Programme assignments.

We have been working hard to improve the learning environment for students in the main hall, while also introducing more COVID-19 measures to ensure the safety of our students during supervised study.

### **Year 12 Tracking Report - Autumn Half Term 2**

This report will be accessible to parents/guardians and students, via the Parent App and Student App respectively, on **20 November 2020**. You will receive a separate letter providing more details about the Parent App. Should you have any difficulties signing up to or logging into the Parent App, or if you require any support using the app, please email: [parentapp@maidenerleghtrust.org](mailto:parentapp@maidenerleghtrust.org)

If students require support with the Student App they should go ICT Support (above Art) 8.30am – 1pm Monday-Friday.

### **ILP (Individual Learning Plan) Fortnight**

During tutor time on 20 November students will be asked to reflect upon their Tracking Report, identifying their strengths and also setting themselves SMART (Specific, Measurable, Achievable, Realistic, Time-limited) targets to help them to improve in each of their subjects. Each student will have a one-to-one meeting with their tutor to review their targets and aspects of the Start Programme. Meetings will be 10 minutes long and will take place at a mutually agreeable time during either the week commencing 23 November or 7 December.

If you have any questions, please do not hesitate to contact us: [MESyear12@maidenerleghtrust.org](mailto:MESyear12@maidenerleghtrust.org)

Yours sincerely

Mrs C Hill  
Co-Head of Year 12



Mrs L Garner  
Co-Head of Year 12

Mr R Buck  
Trust Lead for Careers & Development