



20 September 2021

Dear Parent/Guardian

Year 12 - Sixth Form Programme of Study - Autumn 1

We are delighted that your child has chosen Maiden Erlegh Sixth Form for their Level Three studies, and we sincerely hope that they are settling in well. We look forward to supporting them in achieving academic success and guiding them in choosing their future career path. We will also be supporting their mental health and wellbeing. With this in mind, if you have any concerns, or there is something you think we should be aware of, either now or in the future, please do not hesitate to contact us via our email addresses k.birch@maidenerleghtrust.org and a.cheshire@maidenerleghtrust.org.

While subject lessons are undoubtedly the most important part of the sixth form programme of study, there are also some other key elements that it comprises of, which we wanted to share with you. These include:

- Supervised study
- ILPs (Individual Learning Plans)
- The PSMSC (Personal, Social, Moral, Spiritual, Cultural) Pastoral Programme
- Work experience
- Voluntary service

Subject Lessons

Most students will have 12 hours of lessons each week. Excellent attendance and punctuality are key to academic success, so we ask that as far as possible students do not attend medical appointments or other appointments during lesson time. If this is unavoidable, we ask that you notify the Attendance Officer (attendance@maidenerleghtrust.org) 3 days in advance. We would also greatly appreciate your support in reminding your child that they must sign in/out at the Attendance Office in the main reception.

Any student who wishes to change one of their KS5 options must complete a form, which requires a parent signature, as well as the head of department of the subject they wish to leave and the one they wish to join. Not all option requests will be possible because of class sizes and option columns. **Friday 15 October 2021 is the deadline** for all option changes to be made, however, we would like to stress that changing options should not be undertaken lightly and involves the student changing options to independently catch up on work missed.

Supervised Study

Supervised study is a valuable opportunity for students to complete independent work such as wider reading, practice papers and teacher guided work, to support their studies in lessons. We encourage a respectful, library like, environment so that all students may focus without distraction.

Individual Learning Plans

Students will complete three ILPs during Year 12. These are opportunities for students to reflect upon their strengths in each subject and to discuss SMART (Specific, Measurable, Achievable, Realistic, Time-limited) targets with their tutor regarding how to further improve.

PSMSC Pastoral Programme

During Friday tutor sessions, students will study a range of topics that are very much relevant to them as young adults. These include:

- Mental health
- Roles and rights in the workplace
- Healthy relationships
- British values

In addition, they will also have important careers related assemblies to help prepare them for what they may wish to do when they leave Maiden Erlegh.

Work Experience

Students are expected to complete 30 hours of work experience, preferably during the school holidays in Year 12, if this is not possible students should write directly to Mr Buck (r.buck@maidenerleghtrust.org) seeking permission. Students must inform the school of where, when and with whom they will be completing their work experience, students will be receiving further information via an assembly on how to do this.

We very much value work experience, as it helps to prepare students for the world of work and give them a taster of their chosen field of interest. It also provides them with the opportunity to develop new skills and gives them a point of reference that may set them apart in interviews and applications for UCAS, apprenticeships or jobs.

Voluntary Service

Students are expected to complete 30 hours of voluntary service, supporting students from another year group in a variety of different ways. This will give them the opportunity to develop their interpersonal skills and soft skills that many employers look for. Their contribution to the life of the school will also be invaluable to the students they support.

Tutor Teams

Students are supported and monitored not only by their subject staff, but also by their tutors. Please find below a list of the tutors:

12M1	Mrs Kaiser-Cook	12E1	Mr Hutchinson & Mrs Strong
12M2	Mrs Girling	12E2	Mrs Brown
12M3	Dr Balasubramanyam	12E3	Miss Brayle & Mr Miles
12M4	Mrs Barbu & Mrs Murphy	12E4	Mrs Froud & Mrs Milicevic
12M5	Miss Bateman	12E5	Mr Raso & Mr Tait

We are very excited to be able to offer the students a more 'normal' sixth form experience this year. Your sons/daughters have made a very positive start to their studies, and we look forward working with you all over the coming year.

Yours sincerely



Miss K Birch
Head of Year 12



Miss A Cheshire
KS5 Assistant Headteacher