

June 2020

Dear parents

In order to broaden the opportunities that we provide for our students in the Sixth Form, as from September 2017 we made the decision to form a Sixth Form partnership between ourselves and Holmer Green Secondary School.

This will take the form of one Option block being made up of subjects which are taught to both students from SWR and HGSS at either SWR or HGSS.

The Partnership subjects are as follows:

Subjects taught at SWR:

- BTEC Level 3 Extended Certificate in Health & Social Care
- BTEC Level 3 Subsidiary Diploma in Uniformed Protective Services
- BTEC Level 3 National Extended Certificate in Music

Subjects taught at HGSS:

- A Level Politics
- A Level Chemistry
- WJEC Level 3 Diploma in Food Science & Nutrition

If your son/daughter has opted for a subject to be taught at SWR, they will experience little difference, merely that they will be joined by students from HGSS (with the exception of the timings – see below).

**If your son/daughter has opted for one of the three subjects to be taught at HGSS:**

### **Timings and Travel arrangements**

Partnership subject lessons (Politics, Chemistry and Food & Nutrition) will be held at HGSS on Tuesday afternoons and Thursday mornings. SWR students who have opted for one of the subjects to be taught at HGSS, will need to arrive at HGSS at 8:50 am on Thursday mornings, where they will sign in and register at the beginning of the lesson.

At the end of the lesson (11.20 am) for all subjects except Chemistry, which will finish at 12 pm, they will need to sign out and wait at the bus bays to the front of the school, where they will be picked up by a Minibus or Taxi arranged by SWR, to arrive back at SWR for the start of Lesson 3 or 4 for Chemistry students.

On Tuesdays the same students will wait in Reception to be transported to HGSS by School Minibus arranged by SWR to leave SWR at 1:45 pm for a 2:15 pm start to the lesson at HGSS, which will end at 4 pm. Students will be expected to make their own way home at this point.

Students who are in lessons with HGSS students during period 5 at SWR will finish at 4 pm.

## **Dress Code**

Both schools have the same Business Dress Code, and this will need to be adhered to at all times on both sites. SWR Sixth Formers will also need to wear their Identity Lanyard at all times on both sites.

## **Enrolment**

SWR Sixth Form students will need to enrol for SWR, on GCSE Results Day on 20 August 2020 from 10:00 am, after they collect their results.

Students will need to complete the school's normal enrolment process including proof of exam results. Students will be enrolled on courses only if they meet the published entry requirements. SWR will pass on the details of students who are opting for Partnership lessons to HGSS on the same day.

## **The First Day for students**

SWR students return to school on Thursday, 3 September, at 8:30 am for students unable to enrol on results day and 10:00 am for those who have previously enrolled.

The first partnership session will therefore be on Tuesday, 8 September. Students will be transported to HGSS by minibus in the afternoon, where they will meet HGSS's Learning Area Director of Sixth Form, Mrs Golding who will carry out a short Induction Session to include:

- Signing in procedures
- Sixth form dress code (see also above)
- Emergency evacuation procedures
- Reporting and parent's evening calendar
- Any other relevant dates on HGSS's calendar eg early closures
- Location of classrooms, toilets, common room etc
- Arrangements for using the canteen

As part of the Induction session students will be taken to their classrooms and introduced to the teacher for the subject. Lessons will then continue as normal.

SWR students will still be monitored by SWR for Attendance, Punctuality, Attainment and Progress and Attitude for Learning in line with all SWR students for the subjects they take at HGSS.

## **Monitoring Attendance**

HGSS will notify SWR of our students' attendance, every session, by email in order to confirm they have arrived safely and to ensure accuracy of our records. SWR will notify HGSS of any student absence when it is known about in advance, for example if the student will be going on an educational visit in another (SWR) subject.

## **Concerns regarding a partnership student, and contact with parents**

In the first instance HGSS will contact SWR for an initial discussion if they have any concerns about our students, and the action to be taken. Parental contact directly by teachers from HGSS, might be an appropriate course of action, but this would only be with explicit agreement with SWR.

## **Parents Evenings**

Partnership students and their parents will be invited to both school's Parents' Evenings. HGSS will communicate the relevant dates directly with any partnership students, and send a copy of this information to SWR.

## **Reporting procedures**

Both SWR and HGSS will continue to follow their own assessment and reporting calendar. When HGSS is due to publish reports, they will first send them to SWR for analysis, recording and distribution, and will not give them directly to the partnership students.

## **Examination venues**

All exams will generally take place at SWR for subjects taught at Holmer Green, the only exception to this is Practical examinations in Food and Nutrition. Therefore SWR will submit all exam entries except by special arrangement with HGSS. Parents will be informed by SWR if these arrangements need to be amended.

## **Monitoring the quality of teaching and learning – lesson observations; results analysis**

In order to monitor the provision for Teaching and Learning for all of our students in all of the subjects taken, the Acting Head of Sixth Form, Miss Sanmartin will visit HGSS to observe teaching in line with the current schedule for Learning Walks and Work Scrutiny's at SWR.

If you do have any further questions about the Partnership, please don't hesitate to contact me at [ssanmartin@swr.school](mailto:ssanmartin@swr.school) In the meantime I wish your son/daughter luck for their results on 20 August and look forward to seeing them for their enrolment at 10:00 am onwards.

Have a good Summer.

Yours sincerely

Miss Sanmartin  
**Acting Head of Sixth Form**  
**Sir William Ramsay School**

Mrs Sarah Carro  
**6<sup>th</sup> Form Student Welfare Manager**

September 2020

Dear parent

**SWR/ HGSS Sixth Form Partnership student travel agreement**

I am writing to confirm the travel arrangements for students who are studying one of their Level 3 subjects through the SWR/HGSS Sixth Form Partnership.

For the Tuesday afternoon session, they will be collected from SWR at 1:45 pm and taken to their host school (HGSS) for a 2:15 pm start. The lesson will end at 4:00 pm. Students will be expected to make their own way home at this point.

For the Thursday morning session, students will need to arrive at HGSS at 8:50 am, where they will sign in and register at the beginning of the lesson. At the end of the lesson (11:20 am or 12 pm for Chemistry students), they will need to sign out and wait at the bus bays to the front of the school, where they will be picked up by Minibus/Taxi arranged by SWR, to arrive back at SWR in readiness for the start of Lesson 3.

It is important that all students who are travelling to HGSS on Thursday morning, ensure that they are there on time.

If you are happy with the arrangements we have made for transport, please sign the slip below and return to SWR for our records. If there are any concerns, please do not hesitate to contact me at [ssanmartin@swr.school](mailto:ssanmartin@swr.school)

Yours sincerely

Miss S Sanmartin  
Acting Head of Sixth form  
Sir William Ramsay School

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**SWR/ HGSS Sixth Form Partnership travel agreement: September 2020**

Name of Student ..... Form.....

Home School: Sir William Ramsay School    Host School: Holmer Green Senior School

Subject.....

I give permission for my son/daughter to travel to and from HGSS on Thursday mornings and to be transported by means of Minibus/Taxi arranged by SWR within the school day.

I understand that we must ensure that our son/daughter arrives at HGSS on time and are responsible for their journey home at the end of the day on Tuesdays.

Signature .....

Print name .....