

Ref: PAE/JOS/YEAR 13/COLLAPSED DAY

15 November 2016



Dear Parent/Carer

The school is holding a collapsed day from the normal timetable on Friday 25 November 2016 and there will be no timetabled lessons taking place on this day. Year 13 students are invited to a wide range of 'drop in' sessions throughout the day designed to support and plan their preparations for life after school. These sessions are not compulsory, students can come to some or all of the sessions and students are free to leave the site when they are not in a session relevant to them, as long as they sign in and out at main reception.

The planned sessions (which will take place in the Study Centre) are as follows:

9.00am - 9.45am	Getting started on your personal statement	This workshop is aimed at students who are struggling to 'get going' with their personal statements. We will look at strategies, techniques and structures for your statement and I guarantee you will either have started or have a clear idea on how to start by the end of the session.
10.00am - 10.45am	Financial budgeting (aimed at university and non-university bound students)	This workshop is aimed at all students thinking of leaving home and will focus on the financial constraints many will face when leaving home for the first time and how to overcome these. This is a practical session, with tips and tricks on making your money go that little bit further.
11.30am - 12.15pm	Support with completing your application form online	If you have started your application but are stuck or struggling to complete it for whatever reason, this is for you. We will have access to computers and members of staff will be available to support you in the completion of your form.
12.15pm - 1.15pm	Finalising your personal statement	This session is aimed at anybody that has started their personal statement but for whatever reason has not yet finished it or is unhappy with the current format of their statement. There is likely to be one to one support available for personal statements, depending on the popularity of this session.
2.20pm - 3.05pm	Preparing for University/Apprenticeship Interviews	If you are planning on applying for a job at the end of Sixth Form or are likely to need an interview to secure a university place, this session contains practical advice on guidance on securing that position.

Headteacher: Helen Price Head of School (Primary Phase): Paul Jones

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The school will be open throughout the day if a student would like to use the facilities but not attend one or more of the sessions. Students choosing to spend some of the day out of school should use this time for targeted private study.

Please note that lessons will be back to normal on Monday 28 November 2016.

If you have any questions regarding this letter please do not hesitate to contact me at the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Edenbrow'. The signature is written in a cursive style with a large initial 'P'.

Mr P Edenbrow
Director of Sixth Form; Assistant Headteacher