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June 2025

Dear Student,

SIXTH FORM INDUCTION PROGRAMME - Week beginning 23rd June 2025

We hope you are all well and have enjoyed the end of Year 11. In this letter we have mapped out all the information you need to know ahead of starting with us in September. We would recommend that you keep an eye on the school website for any updates, and make sure that you have been receiving emails from us about Sixth Form.

I am pleased to invite you to our Induction Week and hope that you find the week constructive and informative. The purpose of this week is to allow you to trial the subjects you have chosen and discover what is expected of you in each subject. We want to enable you to make an informed choice about the subjects that you will study at A Level and therefore ensure that you have the best chance of success at the end of Y13. Decisions made at this stage are very important, especially as the exams for A Levels are fully linear and take place at the end of Y13.

Key Events The entire week will be beneficial to you but please be aware of:

- **Registration** Please make your way to the tennis courts (we are hoping it is a dry day). Just head to the Main Entrance and people will be available to direct you.
- **Assembly** Monday morning in the Main Hall. You will have a presentation about our Sixth Form, including information about expectations and wellbeing.
- **Time with your new Form Tutor** Students will spend an hour with their new Form Tutor - they will oversee your progress throughout KS5 and be responsible for writing any reference for UCAS, apprenticeships or employment. **Please note there will be no form time on Tuesday or Wednesday, where you have a Period 1 lesson you will be expected to be in class for a 9:20am start.**

Valuing everyone, Caring for each other, Achieving excellence

- **Induction Plus Sessions** Students will be assigned to additional sessions on their timetable covering Conduct and Learning, 16-19 Bursary and joining Tapton from an External School.
- **Your Personal Timetable** Please stick to the sessions you have been given. If you need to change the sessions, please email sixthformadmissions@taptonschool.co.uk

Parent/Carer Meeting We would like to invite all parents/carers to a meeting on Tuesday 24th June at 6-7pm in the school hall. We will share information that students will have heard in the assembly on Monday. Mr Hooper, Transition Lead, will also be holding a Transition Drop In between 5pm and 6pm on Tuesday 24th June. If you wish to attend the drop in please confirm this by email including your child's name to sixthformadmissions@taptonschool.co.uk so we can manage numbers.

Wearing lanyards whilst in school In order for us to be able to identify all students in school, we will be asking that **all** students attending Induction wear a lanyard whilst at Tapton. When you register with us on the Monday morning, you will need to bring £2 deposit for the lanyard (please bring the right cash as we will be unable to give change). As you finish for the week, you will need to return the lanyard to the Sixth Form Admin office, and you will receive your £2 back. Thank you in advance for your cooperation with this. Please note you will be able to leave the school site when you do not have timetabled sessions.

Data Returns In order to keep our students safe, we need every student, whether you have been at Tapton previously or not, to complete a Data Collection Form. We have not sent out paper forms but ask that you complete this form electronically. If you do require a paper copy, please email sixthformadmissions@taptonschool.co.uk with your name and address. Please ensure you read through all the paperwork we have sent prior to completing the form. This form is to be completed by a parent/carers, although there are some sections for the student to complete: GDPR consents, photo/video permissions and Data Consent once a student has left Tapton (Sections 18, 19, 20, 21). **Please note the deadline for completion and submission of this form was Monday 2nd June 2025.**

In order to access the electronic form, you can scan the QR code on a tablet or mobile or you can type in the URL below:

<https://forms.office.com/e/BTnidvMWbN>



Results Day and Enrolment with Sixth Form GCSE results are released to students on **Thursday 21st August**. Below is an outline of how we would like you to enrol with us. It is very important that we know if you wish to take up your place for September.

Internal Tapton Students You will be invited to come into school to collect your results – please follow the instructions that school will issue for this. Once you have collected these, please make your way to where the Sixth Form team are located (staff will be on hand to support with this). You will be asked to complete a green form, and then speak to a member of staff to check that all is ok. If for any reason you have a concern – unexpected grades, a change of heart over subjects – then staff will be available to help and advise you.

External Students New to Tapton Your current school will organise with you how you are getting your results, so make sure you are aware of how this is happening. Please come into Tapton between 1pm and 3pm on Thursday 21st August to enrol with us. Please bring a paper copy of your results, and ideally a photocopy of them. If this isn't possible, we will be able to copy them for you.

If you will be away on results day, or cannot attend due to illness, you will need to organise with your school's Exams Office how you will receive these (by post or a representative collecting them for you). For Tapton students results will be emailed to your school email address but please be aware that this will not work abroad unless you have informed the Exams Team prior to the end of term.

Please email sixthformadmissions@taptonschool.co.uk prior to the end of term if you know you will be unable to attend enrolment. You are then able to either get someone to fill in the form on your behalf OR you must email sixthformadmissions@taptonschool.co.uk to confirm that you want your place and the subjects you wish to study.

All Students: If you have decided to not take up your place at Tapton Sixth Form you must let us know by emailing sixthformadmissions@taptonschool.co.uk.

Please ensure you have enrolled with us on Thursday 21st August, otherwise we will be unable to hold your place for September.

As the school office will be closed over the Summer, please use the Sixth Form Office's direct line to contact us and leave a message 0114 2941174. Please be advised the Sixth Form Office phoneline will only be available on Thursday 21st August between 9am and 3pm. Any calls after this time will be dealt with on our return to school in September.

First day of school School will start for Year 12 students on Wednesday 3rd September 2025, on this day you will have time with your Form Tutor, who will help you to familiarise yourselves with the school and have your photo taken. Lessons will then start on Thursday 4th September. We issue a temporary lanyard until school photos are taken, and then personalised ID cards are distributed. It is imperative that you bring your lanyard every day and that it is worn visibly.

Free School Meals and 16 to 19 Bursary If you have received Free School Meals at your previous school, you should still be entitled to receive these in Sixth Form however we must receive written confirmation from Sheffield City Council of your entitlement before we can apply this to your Dinner Money account. To aid this process we ask then when you start in September you please provide any written official authorisation. From past experience it can take Sheffield City Council a few weeks to confirm your entitlement and we therefore suggest you bring money or a packed lunch with you until confirmation is received. Students will also be able to apply for the 16-19 Bursary from September and more

information will be shared then. Eligibility is based upon the household income of where the student resides. The threshold is typically the same as that for Child Tax Credit.

We hope you all have a great and restful summer, and we look forward to welcoming you in September.

Yours sincerely

A handwritten signature in black ink, appearing to be 'A G Wright', with a stylized flourish at the end.

A G Wright

Assistant Head and Head of Sixth Form