

14 September 2011

## **To Parents of all Year 12 Pupils**

Dear Parents

Welcome back to the start of the academic year and a particularly warm welcome to those of you whose sons and daughters are new to PGS. There will be an opportunity for all parents and staff of the Lower Sixth to meet at the Parents' Reception on Wednesday 28 September at 7.30 pm. A separate letter is enclosed.

At this early stage of the year, I would like to draw your attention to some issues where close co-operation between pupil, parent and school is beneficial for all concerned.

### **Exeat**

Sixth Form pupils are allowed to go home after 12.50 pm if they have no further lessons or school commitments in the afternoon, provided that they have registered in the Exeat Book located in the Marshal's office. This is a pre-printed register and requires pupils simply to write the time of the departure next to their name.

Sixth Form pupils also enjoy the privilege of being allowed to leave the school premises during lunchtime. Pupils are not allowed to visit a private house in the lunch break unless they are going home, and then only with written parental permission notified to the Headmaster. Again, pupils should sign the Exeat Book before leaving the school site at lunchtime and are expected to register with their tutor at 1.45 pm if they have lessons or other school commitments in the afternoon. Exeat rules have been explained to all pupils in Sixth Form Assembly.

### **Part-time employment**

Research has shown that academic performance drops off substantially once pupils are involved in part-time employment beyond certain limits. There is no doubt that this phenomenon also pertains at PGS. We expect pupils to be engaged for a minimum of fifteen hours per week outside of lessons in their own academic studies, with twenty hours being the norm.

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Pupils are required to seek the Headmaster's permission before accepting any paid employment during the evening or weekend because of the detrimental effect that such employment can have on their academic work. Permission for jobs on weekday evenings will only be given as an exception. Employment taken between Friday evening and Sunday evening should not involve more than eight hours' work. The school is always happy to advise parents and pupils about part-time employment.

In addition, we are able to offer work in the holidays to some pupils, and also in their Gap Year, recognising that pupils often need funds to meet every-day requirements.

### **Use of Motor Vehicles**

There are necessarily strict rules for pupils' use of cars, motor cycles or mopeds to journey to and from school and to any activity associated with the school, such as Games at Hilsea. These rules include the need to gain permission not only to drive to school, but to transport passengers from the school on any organised or curricular activities such as sports fixtures, trips and visits, as the cover provided by insurance policies varies enormously.

You will find a full set of rules for the use of motor vehicles in the Sixth Form section of the School website, along with application forms for pupils wishing to drive to school and to transport passengers and information on parking safety. Pupils must have their parents' full written support and have received written approval from me as Deputy Head of Sixth Form. Please do not hesitate to contact your son's or daughter's tutor in the first instance if you have any queries about these issues.

The Sports department has arranged a bus on a Wednesday afternoon to Hilsea – this leaves at 1.15 pm. Parking at Hilsea is not permitted and pupils who choose to drive to Hilsea are advised to park at the Hilsea Lido

### **Deadlines**

Heads of Department have compiled an AS/A Level and IB Deadlines Timetables for 2011-2013 and a copy will be available on the Sixth Form section of the School website shortly. Further copies can be obtained from the Careers Office. These give parents and pupils a clear idea of upcoming deadlines so that pupils can manage their workload. Pupils in the Lower Sixth making the transition from GCSE to AS Level should find this particularly useful. Some of these deadlines are external and set by the examination boards and some are internal deadlines. Any specific queries should be addressed to the relevant Head of Department.

**Uniform**

Sixth Form pupils are allowed to wear a different style of uniform from the rest of the school. The uniform list has been sent home previously and is on the School website in the Admissions section. I would urge parents to take particular note of the regulations relating to girls' shoes and jewellery due to safety concerns. It is also worth noting that girls' skirts should be tailored and must be of knee length.

Sixth Form studies are challenging and pupils can take some time to adapt to the pace and teaching style. If you have any specific questions or concerns please relay them to your son or daughter's tutor in the first instance. Heads of House and the Sixth Form Team are also here for support.

Yours sincerely

A handwritten signature in blue ink that reads "S J Dean". The signature is written in a cursive style with a horizontal line underneath the name.

**S J Dean**  
**Deputy Head of Sixth Form**