



The Crossley Heath School

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Dear Students

Y12 Registration Arrangements Thursday 20thth August 2020

We are delighted that you have accepted your place to study for A Levels in The Crossley Heath Sixth Form and we are busy making plans for you for September. I am now writing with details of the registration process that takes place on results day in August.

Please note that all these arrangements are subject to the government guidance on further school reopening allowing us to proceed in this way. We will, of course, update you about any changes that we have to make and would ask that you check for emails regularly in the coming weeks. Please look at our website the day before coming in to school to register in order to confirm that we are open for registration.

Please follow the process outlined below, ensuring that you complete all steps at the right time.

1. Personal Details and Contact information

Prior to results day you need to have submitted your Personal Details form which can be accessed and completed here.

<https://forms.office.com/Pages/ResponsePage.aspx?id=zNYjY40Gr0eVSj6dkvVO-TQwZTb1DRBBkRqTdQCcKcRURjFQMIJQVVQwMkEzMTgzSVk1RVVSUTEwQi4u>

We cannot reregister you as a new Y12 student without updating this information on our school managements system.

2. Meeting Entry Requirements

GCSE results will be available in school from 9am on Thursday 20th August 2020.

All offers are subject to students meeting all the entry requirements (general and subject specific). The Sixth Form team will check this before you pick up your results but you should also check carefully that you meet all the following:

- GCSE English and Maths at Grade 4 or above.
- At least three GCSEs at grade 6s (which may include English and Maths)
- Specific subject requirements as specified in the prospectus.

If we have anything that we need to talk to you about, we will place a message in your results envelope and, if this is the case, it is important that you talk to one of the Sixth Form Team during the morning.

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3. Subject Changes

If you wish to make any changes to your subject choices, you will need to visit the Registration desk in the hall and speak with Mrs. Pennington and Mrs. Masters. They will do their best to accommodate your request if you meet the new subject requirements and there is space in the group.

4. Confirming your Acceptance

You are now at the point where you need to make the final decision about your preferred Post-16 provider and you need to let us (and other institutions with whom you may be holding offers) know what you have decided. In your results envelope you will find a postcard for this purpose. If you are staying at Crossley Heath, this card will confirm your acceptance and it is vital that you complete it and hand it in on results day.

If you are unable to come in to school that morning it is very important that you email Mrs. Pennington (v.pennington@crossleyheath.org.uk) to confirm you are accepting your place – you need to do this on the morning of results day please. It is also courteous and considerate to let us know promptly if you are not returning to Crossley Heath as we can potentially offer your place to another student.

First Day Arrangements

Friday 4th September 2020

All Y12 students, together with Y7 students, are required to attend school on Friday 3rd September 2020. Government guidance about the return to school in September has not yet been published so we are assuming that school will be fully open as normal. If arrangements change we will email to let you know and update plans on the school website.

Registration and temporary badge collection will take place from 8.20am in the Sixth Form Centre. **There will be no catering on site and students will not be permitted to leave the site during the day (due to Covid-19 restrictions) so please bring a packed lunch and ensure that you have enough water and snacks to get you through the whole day.**

During the morning, you will undertake a range of activities that include the following:

- Meetings with your personal tutors
- Discussing information about all aspects of Sixth Form life
- Welcome assemblies with your Progress Leader and the Head of Sixth Form
- Provision of individual timetables
- Having photographs taken for ID badges
- Signing up for school emails
- Accessing school computers and the VLE
- A tour of the school for those of you who are new to Crossley Heath

Lessons will take place periods 4 and 5 according to your timetables.

We are very much looking forward to seeing you on results day and then, in September, for the start of the new school year.

In the meantime, we wish you and your families a very happy and enjoyable summer holiday.

Best wishes

Mrs Doig and the Sixth Form Team