

ENFIELD GRAMMAR SCHOOL

Market Place
Enfield
Middlesex EN2 6LN

Telephone 020 8363 1095
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Email office@enfieldgrammar.com
www.enfieldgrammar.com



An Academy Trust
(Company No. 07697044)

Headmaster: Mr C Lamb B.A. Hons

30 April 2018

Dear Student

Sixth Form Transition and Enrolment

I am writing to outline the transition programme and enrolment procedures for Sixth Form. Please take careful note of the information outlined below, and ensure you keep all dates free to enable your attendance.

This information will also be outlined on the school website and in assembly.

Key dates for your diaries:

Monday 2 July	8.45am – 3.05pm	Transition Day
Monday 2 July	6:00 pm - 7.00pm	Transition Day parents evening
Thursday 23 August	10:00 am	GCSE results available
Thursday 23 August	10:00 am - 3:00 pm	Sixth Form Enrolment for current EGS students
Thursday 23 August	1.00pm-4.00pm	External application enrolment
Wednesday 5 September	8.25am start	Induction Days – details on enrolment
Thursday 6 September	8.25 am start	Full timetables begin
Friday 7 September	8.25am start	Year 12 Induction activity event (details on enrolment)

Transition Day: Monday 2 July

The Sixth Form Transition Day has been designed to give you a further insight into life as a Sixth Former, to support you in your preparation for Key Stage 5 study, and to forge good working relationships with staff and peers. The day will involve initial preparation sessions within your subject classes, initial progression planning and research, as well as a chance to meet your tutors, subject staff and class mates. Within your subject sessions, departments will also be providing you with a **Summer Project**, this will give you a real insight into your subject area, and help to prepare you effectively for the start of your courses in September. These projects will be an important part of your preparation and will be the first piece of assessed work in each subject area.

All students will be issued with an individual timetable for the day.

You are expected to arrive on time in your normal school uniform or smart business attire.

GCSE Results Day - Thursday 23 August 2018

The big day will arrive on Thursday 23 August. It is expected that all students will come to the Main Hall to collect their results between 10:00am and 1:00 pm. At this time all students will receive an envelope containing their results.

In the same envelope students will receive one of three letters relating to the Sixth Form and an allocated meeting time to discuss courses.

1. If results match the required grades for all Key Stage 5 courses chosen the letter will confirm our offer. Students will automatically be enrolled on their course choices and will collect an enrolment pack. If students wish to change course they must arrange an appointment to discuss – we strongly recommend that students do this immediately as courses will fill up quickly
2. If the results match the required entry levels, but not in all subjects selected, a letter will be provided confirming the student's place within the Sixth Form, but actual course choices will need to be discussed and an appointment time will be issued for later in the day. Appointment times must be kept
3. If the results do not match the required entry levels, the letter will confirm that a place in the Sixth Form has not been awarded and an appointment time will be given to support the next steps and plans for September.

If you do not intend to collect your results from the school on Thursday 23 August we will hold your results in the main office for you to collect when school reopens.

Induction Day 2018: Wednesday 6 September

The first day of Sixth Form will be on Wednesday 6 September.

On Wednesday you will be issued a timetable and take part in a Progression Route tutor session before starting lessons. Students will also have their photograph taken to be used for Sixth Form ID Badges. Thursday will start in tutor groups before lessons commence period 2

On Friday, we will all go to Tolmers Activity Centre for a team building day or take part in an alternative activity.

All details about these days will be issued on results day.

I will speak to you all in tutor sessions/assembly regarding the above information, but if you have any questions before then please come and ask.

Look carefully through the reply slip and ensure that each element is carefully filled in, signed and returned to me at the latest **by Monday 21 May**.

In the meantime work hard for the final push; I wish you all the very best of luck in your forthcoming examinations, and look forward to seeing you all for our transition days in July.

Yours faithfully



Mr S Purrier
Director of Sixth Form



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Year 11: Transition Days Reply Slip (Monday 21 May deadline)

Please return slip to Mrs Jeffrey at above address, in person at school or via email to: jjeffrey@enfieldgrammar.org

Student name:

Please complete the first table below by ticking appropriate boxes. If unable to attend please fill out second table:

Transition and GCSE Results Days 2018	Attending	
	Yes	No
Transition Day Monday 2 July		
Collecting GCSE results from my school on Thursday 23 August		
Available for enrolment on Thursday 23 August at Enfield Grammar School		

GCSE Results Day 2018 (only complete if NOT attending)	Yes	No
I would like to enrol over the phone as I cannot make results day.		
I understand that students in the building will take priority so I may not be able to change courses.		
Contact number(include any international code needed) Or Email address		

Signed: _____

Date: _____

