

September 2010

To parents of A2 students

Dear Parent/Guardian

A warm welcome back to BHASVIC in another year of excellent exam results for the College. Our pass rates at A and AS level this year were 98% and 92.4% respectively. Our vocational qualification results were also very good with several subjects having 100% pass rates.

As emphasised last year, we believe that it is important that you are well informed about the College so that you can participate as effectively as possible in your son or daughter's education. Useful and important information is available to be viewed on the Parents' Information pages on the College website. You can view these by logging onto: <http://www.bhasvic.ac.uk/parents.htm>. I am enclosing with this letter the following information:

- The Parents' Calendar
- The leaflet "What to do if you are absent from College"
- Student Attendance and Key Dates for 2010-11 to put on your kitchen notice board
- Student timetables
- Coursework deadlines
- Donations Letter

In addition, the following information can be accessed from the website (Alternatively please contact Susanne Leslie on Ext 124 (direct line 01273 859824) to receive a paper copy:

- The College Charter
- The College Contract
- Dates for January exams

A reminder of other key information:

If you have cause for concern – Contact the College by telephone or letter. In the case of a phone call, Reception will try to find either the Tutor or Senior Tutor. If neither is available, they will take a message for a Tutor and someone will return your call, or put you through to leave a message on a Senior Tutor's Telephone.

Reporting and Assessment – Progress Reviews take place at intervals throughout the year to monitor student progress. Subject teachers and Tutors will discuss progress with students formally twice a year. Subject reviews are sent home at the end of the process and we ask you to discuss them with your son or daughter. The timing of subject reviews is set out in the Parents' Calendar.

Parents' Evenings – Please see the enclosed Calendar for the times and dates of Parents' Evenings throughout the year.

Please inform us if you require this letter in an alternative format

Attendance – We expect 100% attendance from students and all absences are pursued vigorously. Students should be available for individual appointments, given appropriate notice, with members of staff throughout the College day. If attendance at lessons or tutor periods falls below 90%, without good reason, students will be asked for a contribution towards their assessment/exam fees and risk being asked to leave the College.

Students must not take holidays during term time – Holidays in term time are always treated as unauthorised absence.

Absence – For details of what to do in case of absence please consult the enclosed leaflet “What to do if you are absent from College”.

Teaching Cover Arrangements - In the event of a teacher being absent from College, their line manager will try to arrange for the class to be taught by another member of the Department. If this is not possible, a member of staff will be present at the beginning of a session to take a register and set work; a signing in sheet may also be used on a few occasions. Students should remain in the classroom and complete the work set. For health and safety reasons, it is accepted that students should not be left unsupervised in a laboratory. A nominated student or member of staff, if they are available, will collect the completed work at the end of the session and return it to the absent member of staff's desk. Alternatively, students can complete and send their work electronically. Students are reminded regularly by teachers that in the event of a teacher not turning up in the first 10 minutes of the lesson, a nominated student should contact Reception who will contact a member of staff to ascertain if work has been set. Students should wait in the classroom until a register is taken and they are informed that they can leave. Teaching cover arrangements apply to tutorial work and subject extensions as well as subject lessons.

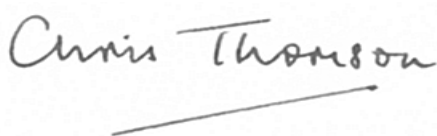
Part-time work – This can be a real threat to students' success, as can an over-active social life. Most students keep paid work in check so that this activity has no detrimental effect on their College performance. Evidence suggests that students who do more than the equivalent of one day's paid work a week will severely prejudice their chances of success in their studies.

Careers Guidance – Students will discuss their career plans with their tutor during consultation periods. We have a good Careers Library to which students have free access and a Careers Assistant who will help students with their queries. All students can request a careers interview by making an appointment in the Careers Suite, within the Student Services Centre.

Disability Equality – We keep our processes for promoting the wellbeing of the disabled under constant review. To this end we would be very interested in hearing from any parent who has experience of caring for a disabled person – however mild the disability – so that we can learn from them and thereby improve our provision. If you would be willing to help us, please contact Nicky Deakin on 01273 859816.

Edutext – The College uses a text messaging service to alert parents to their son or daughter's unauthorised absence and to contact students regarding EMA payments or important meetings they have with their staff. We feel it is very important to be able to communicate with you in this way, and hope you will respond to any texts in a timely manner.

Yours faithfully

A handwritten signature in cursive script that reads "Chris Thomson". A horizontal line is drawn underneath the signature.

Christopher Thomson
Principal