



15 January 2019

Dear Parent or Carer

I write to wish you a Happy New Year and to let you know about some key dates coming up over the Spring Term. You will receive more information about most of them nearer the time, but I wanted to give early notice of this term's proposed schedule.

## KEY DATES

- **Futures Fair – Thursday 24 January**

Our annual careers fair. This year we have nearly 100 exhibitors. We are unique in the city in organising a careers event on this scale on-site, especially for our students. Please encourage your young person to go along!

- **Re-Freshers' Fair – Friday 1<sup>st</sup> February**

An event run by the Student Union, which gives another opportunity for students to sign up to clubs and societies. Great for anyone who may have missed the Freshers' Fair in September to go along and find out more.

- **A2 Parents' Evening – Thursday 7 February**

We are continuing the roll-out of our new online Parent Evening booking system. You will be sent further details in the week beginning 28 January. If you have not already created an account for A1 Parents' Evening last term, you will need to follow the instructions to manage your own bookings. **Please do look out for this e-mail, as you will need to set up this account in order to book appointments in advance.**

- **A2 Mock Exam week – 25 February – 1 March**

There will be an altered timetable for all students this week to enable longer A2 mock exams to take place during the College day. Students are being informed in tutorial and asked to rearrange any part-time work and other commitments which are outside their usual lessons.

- **A1 HE Information Evenings for Parents – Thursday 7 March and Tuesday 12 March**

These are highly popular annual events for A1 parents and carers, with invited speakers from local universities who explain the application process for HE and the financial support available.

- **A1/A2 Study Days – Monday 18 & Tuesday 19 March**

A1 students are set independent study to enable A2 students to have one-to-one appointments with each of their teachers.

- **A1/A2 Subject Reviews – published to parents on Friday 22 March**

Termly review of progress for all students, published on Parent Advantage.

## Parent/Carer Newsletter – Spring term edition

Further information on these dates and other aspects of College life will be forthcoming in the first week of February when we will send this term's Parent/Carer Newsletter.

## Attendance Reviews – Full information attached

It is useful to note that students have discussions with their Personal Tutor, relating to their attendance, every half term; and can check 'live' information on their Student Advantage account, online. They should

therefore be aware of their up-to-date attendance, and any issues or concerns. **We would also like to remind you that you are able to check your young person's up-to-date attendance rates by accessing your Parent Advantage account.** Details of how to set up your Parent Advantage account were sent through to you in the Autumn Term, and there are guidelines on the Parent and Carers section of the main BHASVIC website here: <https://www.bhasvic.ac.uk/parents-and-carers/parent-advantage/> For any queries, please contact our College Information Systems department at [cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk)

### **Special Circumstances**

The letter attached also gives information on what to do if you feel there are special circumstances relating to a student's attendance. If your young person has a high level of absence caused by special circumstances, and the College has not been previously notified of any special circumstance, please encourage them to arrange a meeting with their Personal Tutor or contact their Guidance Manager to discuss this.

### **Authorised/Unauthorised Absence**

We ask that all absences are properly authorised, and reminders of how to do this are contained in the letter. The level of unauthorised absence may also indicate that your young person is not following the correct procedure for notifying the College about absences. Please therefore remind yourself of these procedures by reading the letter attached. As you are aware, the Spring Term is a crucial period, with both A1 and A2 students making preparations for their summer exams. High attendance rates are a vital part of a student's success in their studies so we do thank you for your continued support in this.

### **Parent Feedback Focus Group - Reminder**

Last year we asked for volunteers who might be interested in working with us to help improve our parent/carer communication and experience, thank you to those of you who expressed an interest. We are looking at running this focus group in the Spring Term so will be in touch soon, please e-mail Caroline Abbott ([c.abbott@bhasvic.ac.uk](mailto:c.abbott@bhasvic.ac.uk)) if you would like to be involved.

Kind regards,



Alison Cousens  
Assistant Principal (Director of Student Services)