



CATERHAM SCHOOL

18 March 2011

To Parents and Guardians of Fifth Year pupils

Dear Parents and Guardians

I am taking this opportunity to write to you concerning both the closing stages of the GCSE courses and the path ahead. I am pleased with the way that the vast majority of the Fifth Year appear to be working in the run up to their exams, but there is no doubt that their work habits over the next few weeks are vital in determining their ultimate success in the summer.

Examinations and Examination Leave

Fifth Year study leave begins at **4pm on Friday 13 May 2011**. During the period of examination leave teachers are available to assist pupils but a set time must be pre-arranged to ensure that staff are free to help an individual. School uniform must be worn when pupils are coming to School for tutorials, examinations or to meet other commitments. During the period of examination leave, pupils are expected to continue their obligations to School music and sport. If selected to take part in a musical activity or play for a School team they must honour this commitment. Pupils may, of course, study in School if parents wish them to do so. I would ask that you would let Mr Broughton (Head of Fifth Year), know if you would like to take up that opportunity as soon as possible via the form included with this letter but would stress that pupils must be in School for the whole of each session. It is important that pupils who are at home should use their time efficiently and for detailed revision.

Behaviour

I fully appreciate that the next few weeks are a time of significant anxiety for our pupils. The pressure is intense and I recognise that there is a need to let off steam. Equally I understand the desire for pupils to celebrate the end of their exams, but I should make a few observations born of experience. Firstly, the time to celebrate is **after** the examinations are over, not when the period of



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examination leave begins. Secondly, the place to celebrate is not at School where work for all other pupils continues. I have confidence that the vast majority of our pupils will conduct themselves throughout this term in a way that both parents and the School can be proud of. Examination leave is a privilege given to pupils who are responsible enough to use that time wisely. At present I assume that this is true of all our Fifth Year, but if they demonstrate any lack of responsibility over the next few weeks, then the privilege will be withdrawn.

In recent years it has become a tradition for some students to have their shirts signed by other members of the Fifth Year. Whilst I have no objection to this in principle, I would like to ensure that all students leave the premises looking smart. Therefore, could I please request that if your son or daughter wants to have his or her shirt signed, an additional shirt should be brought in on the day when examination leave begins.

Revision

Whilst we expect the Fifth Year to follow a fairly rigorous programme of revision, even well learned material must be carefully and regularly reviewed over the remaining weeks. The process of review reminds the memory that the material learnt is still needed. The remaining weekends are particularly important times for revision since pupils do not have the pressure of School routines so the learning can be sensibly planned over the longer stretches of time available.

Efforts should be directed to all subjects, as in two years time when your sons and daughters are applying to universities they are required to submit the results of all GCSE examinations taken. Although universities ask Schools to forecast 'A' level grades, these predictions are viewed alongside GCSEs achieved.

End of Year Photograph

Friday 13 May is the last day of teaching for the Fifth Year prior to their period of study leave commencing. To mark the occasion an official formal photograph and a fun photograph will be taken of the entire Year Group. Copies of the photograph may be ordered by completing the reply slip enclosed and returning it with payment by **13 May**. A notice will be displayed in the Fifth Year area when the photographs are ready for collection. Your sons and daughters may then collect the photographs from the School Office.



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Post GCSE programme

Those who are continuing or considering continuing in the Sixth Form at Caterham should return to School to register with their Tutors at **8.30 am on Friday 24 June**. On this day there will be 'A' Level subject presentations where appropriate reading lists will be distributed so that good use can be made of the long break between the end of GCSEs and the start of the 'A' Level courses. School uniform should be worn.

For those few students who are still undecided about their options or who wish to change them, it will be possible on that day to arrange individual appointments, for the following week, with Heads of Departments or the Director of Sixth Form (Mr Lesser) and the Director of Learning and Teaching (Mr Wells) to discuss any concerns.

Return of Books

Whilst textbooks and other School property may be returned to the department concerned either immediately after the pupils' last exam in that subject or as instructed by the Head of Department, there is a date by which all books **MUST** be returned. This is **Friday 24 June** and all pupils, whether or not they are returning to Caterham for the Sixth Form, must return books by that date or a replacement charge will be made. Books should be returned to Heads of Department between 9:00am and 10:00am on that day. Subject presentations will begin after that.

Examination Results

The results will be available at School on **Thursday 25 August from 10.00am**. Pupils are advised to come to School to collect their results or at least to telephone (the latter after 11.00am).

Students are asked to confirm their subject details for the Sixth Form with the School Secretary, or the Head of Lower Sixth for those wishing to discuss their options, after collecting their exam results on Thursday 25 August.

Sixth Form Entry



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Exact details of the grade requirements are published in the Sixth Form Curriculum guide. For anyone who does not achieve the required criteria for their future courses, there will be an opportunity on the day that results are published, and on subsequent days, to discuss the various options available, and the School will seek to help solve any problems that may arise.

Sixth Form Uniform

As you will be aware our Sixth Form do not wear school uniform but instead wear smart business dress. Whilst we know that most pupils will not even begin to think about such things until the summer holidays, nevertheless enclosed with this letter are the Sixth Form Dress Regulations. **Please do read them very carefully so that any suits or shoes that are bought do conform to the requirements.**

May I wish your son or daughter every success in their forthcoming examinations.

Yours sincerely

Julian Thomas
Headmaster

encl Uniform list
Exam Leave Form
Photo Order Form



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Sixth Form Uniform

We regard our Sixth Form students as responsible young adults and we expect their clothing to reflect smart office wear. In giving greater freedom of choice, we expect students to act with maturity and responsibility and to remember that they represent the school. If there is a query about a particular item, please check before purchase as the school reserves the right to veto an outfit which it deems inappropriate.

The colour and style of all items of clothing in the Sixth Form should be in keeping with smart conservative business wear and appearance.

Sixth Form Boys Uniform

- Dark suits should be worn at all times.
- Shirts must be tailored collared, buttoned and sleeved.
- Waistcoats may be worn provided that they complement the outfit.
- Fine, plain knit jumpers must be V necked. Cardigans and hooded tops are not allowed.
- Shoes should be black, polished and conventional in style.
- Boys should be clean-shaven.
- Outdoor coats should be of plain dark colour (no fur trims) and must be longer than the suit jacket. Leather jackets are not allowed.
- Hair should be neat, clean, and moderate in style and treatment and of an acceptable length.
- Earrings may not be worn.
- Ties should be worn at all times.

Sixth Form Girls Uniform

- Girls in the Sixth Form should wear a **dark coloured** suit with the **skirt at or below the knee**.
- Trouser suits and tailored jackets and skirts that are not part of a suit, are not allowed. Denim is not appropriate.
- Tailored knee length skirts may have a small (max 9cms) slit at the back; **Slits at the front and sides are not permitted. Hems must be straight.**
- Blouses must be tailored, collared, buttoned and sleeved.
- Fine plain knit jumpers (including roll and polo neck) can be worn but they must complement the outfit. Cardigans and hooded tops are not allowed.
- Tights should always be worn and be in good condition.
- Shoes should be black, polished and conventional in style. **No stilettos.**
- Make-up and jewellery should be discreet and minimal.
- Outdoor coats should be of a plain dark colour (no fur trims) and must be longer than the suit jacket. Leather jackets are not allowed.
- Hair should be neat, clean, and moderate in style and treatment.

On formal school occasions, boys are expected to wear dark suits with plain white shirts and an official House school tie; girls should wear dark suits and a plain white blouse.



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Sixth Form Boys Sportswear

- P.E. vest (House colours)
- P.E. shorts – white
- Rugby shorts
- Rugby shirts x 2 (House and school colours)
- Trainers
- Boot bag
- Studded boots for rugby / football
- School tracksuit – new style
- School sports socks
- School swim shorts (Team swimtrunks)
- Swimming bag
- Sports bag
- Mouthguard

Sixth Form Girls Sportswear

- Polo shirt
- Pleated games skirt
- Lycra athletics shorts (black)
- P.E. vest (House colours – Summer Term)
- Trainers
- Boot bag
- Football boots (Lacrosse)
- Lacrosse stick
- School tracksuit
- School sports socks (Long school colours & short white)
- School swimsuit and hat
- Swimming bag
- Sports bag
- Mouthguard



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FIFTH YEAR STUDY LEAVE - STUDY IN SCHOOL

Fifth Year Examination leave begins at **4pm on Friday 13 May 2011**. If you would like to study in School (please note that you must remain in School for the whole of the relevant School session) please indicate below the dates and times during which you would like to study at School and whether you will require lunch at School on that day.

Pupil's Name **Form**.....

Date	Morning Session	Lunch Required	Afternoon Session

Signature..... **Date**.....

Please return this form to the HEAD OF FIFTH YEAR by 13 May 2011.



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PHOTOGRAPH ORDER

FIFTH YEAR - 2011

I would like to order the following photographs:

	Quantity	Price
Formal Leavers' Photograph @ £10.00 each		
Fun Leavers' Photograph @ £10.00		
I enclose a cheque made payable to Caterham School for		£

Students name _____

Form _____

Please return this form to the School Secretary, Mrs Aranha, by Friday 13 May 2011.

Please note that a notice will be displayed in the Fifth Year Area when the photographs are ready for collection.

Headmaster: Julian Thomas BSc (Hons) MBA FRSA

Harestone Valley Road, Caterham Surrey CR3 6YA Telephone 01883 343028 Fax 01883 347795

E-mail: enquiries@caterhamschool.co.uk Website: www.caterhamschool.co.uk

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