



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

18 March 2024

Dear Parents and Carers

Year 13 Home Study Pass

We are pleased to advise that some of our Year 13 students will be issued with a Home Study Pass, which will come into effect from Wednesday 20 March. This pass offers your son/daughter the privilege of attending school around their first and last timetabled subject lessons each day and managing their own revision time leading up to the A Level examinations. Year 13 flexible home study is only offered to students who have good subject performance and attendance. Students granted this privilege will receive email confirmation shortly.

Guidelines for the Year 13 Home Study Pass

1. All lessons must be attended or this privilege will be withdrawn.
2. Students are expected to attend **morning Form registration if they have a timetabled Period 1 lesson or they are already in school** (i.e. use the school bus). Students can leave the school site at the end of their final lesson.
3. **We MUST know who is on site throughout the day. Students must Check IN and OUT** with school ID passes or inform Mrs Smith (k.smith@parmiters.herts.sch.uk) when they arrive and leave the school site. Failure to do so will mean immediate withdrawal of this privilege.

PARENTAL CONSENT – please complete this [opt out form](#) by **Friday 22 March** if you would prefer that your son/daughter did not have the option to leave school over the lunch break or for flexible home study. Should you wish to opt out later on, please let one of the Heads of Sixth Form know directly.

May we also take this opportunity to clarify other key aspects of Sixth Form attendance:

- Independence and self-reliance in the Sixth Form is encouraged, however, a parent/ carer must advise us of any absences (i.e. university visits, interviews, work experience, etc). Where possible, medical and dental appointments should be booked during study periods to minimise time out of lessons.
- Absences should be notified in advance, by a parent/carers using an Absence Request form or via email. **All illness absences must be reported daily** to the Sixth Form Team, by e-mailing y12andy13attendance@parmiters.herts.sch.uk or calling the Sixth Form direct line 01923 665715 at the start of the school day.
- It is a statutory safety requirement for the school to be aware of which students are on site during the school day, so it is important that students use the **'check in'** and **'check out'** processes accordingly.
- If a student is absent for any reason, it is their responsibility to speak to their subject teachers about any work missed and catch up as soon as possible.
- All time in school is crucial for students during their A Level studies, both for personal and educational development. We ask parents/carers to regularly check the school calendar and refrain from booking family holidays during term time.

Further details about Sixth Form attendance can be found in the [Code of Conduct](#) on the school website.

Yours sincerely

W Rowland. A.J. Porter

Mrs Rowland and Mr Porter
Heads of Sixth Form