

September 2026

Dear Parent/Carer

Welcome to Parmiter's School Sixth Form

We would like to take this opportunity to get in touch as your child starts their Sixth Form journey. A Level studies are challenging and the school is fully committed to achieving the best possible outcomes for every individual. We simply ask that you trust the process. Academic outcomes, destination data and student surveys all indicate we are doing something right!

The aims of the Sixth Form are (i) to provide students with the best chance of moving on to whatever it is **they** want to do post 18, and (ii) be 'life ready', socially responsible citizens.

While there will always be a focus on academic performance, this is only one part of our Sixth Form offer and we expect our students to get fully involved in the many activities and opportunities we provide outside of the classroom. We are also very mindful of the concerns and anxieties that come with studying A Levels and the Sixth Form Team will be there to support our students through the highs and lows.

The Sixth Form team consists of:

Mr Tim Henson - Head of Sixth Form / Assistant Headteacher

Miss Hannah Potter - Head of Year 13

Mrs Esther Dotse - Head of Year 12

Mrs Tracey Cave - Pastoral Support Officer

Mrs Katie Smith - Academic Support Officer

Mrs Jo Zanetti - Head of Careers / UCAS & Post 18 Progression Lead

Mrs Mariam Faisal - Library & SF LRC Manager / Independent Research Lead

We hope our students found the recent Induction Day useful and have managed to negotiate their first few lessons today. The various presentations will be shared with students and parents/carers are more than welcome to have a look on the Google Classroom. We appreciate there has been a lot of information to take in and it will take a while for students to get into the rhythm of the Sixth Form. Even having to decide what to wear is a new concept, having worn the same uniform for the past five years!

We do need to draw your attention to a number of crucial documents, as they will provide clarity regarding our expectations and will help you support your child over the next two years.

It is imperative that students meet all our expectations regarding their behaviour and take responsibility for their actions. We do not want to have to waste time dealing with disciplinary matters, but there are clear sanctions which will be employed if necessary.

Headteacher: Mr A Smith MPhil (Cantab), NPQH, FCCT, FRSA

High Elms Lane, Garston, Herts WD25 0UU

admin@parmiters.herts.sch.uk | www.parmiters.herts.sch.uk | 01923 671424 | Thomas Parmiter Sports Centre 01923 682805

[Sixth Form Code of Conduct \(Sept 2026\)](#)

The Sixth Form Dress Code has been modified over the years in consultation with the students. It is important that parents support the Dress Code to avoid unnecessary conversations and possible sanctions. The rule of thumb is that students should present as if they were attending a professional meeting - interview ready. Student dress should not make other members of our community feel uncomfortable or upset.

As I say to the students, they have chosen to come to Parmiter's and therefore they should be aware of our expectations prior to applying.

The most common indiscretions regarding uniform are a lack of a blazer / jacket at whole cohort events (assemblies, Liberal Studies, EQP/Study Skills sessions), skirts or dresses that are too short (mid thigh is acceptable), students not wearing their lanyard with their student ID and wearing black trainers. Where students fail to meet the dress code, sanction will follow. Persistent issues will escalate from a warning, to working in isolation, to being sent home. Sanctions for transgressions regarding uniform are outlined in the Code of Conduct.

[Parmiter's School Sixth Form Dress Code \(from Sept 2024\)](#)

While ties are no longer compulsory in the Sixth Form, students can purchase the traditional Parmiter's Sixth Form tie for £5.00 via [Wisepay](#). Once paid for, ties can be collected from Mr Henson's office.

Attendance and punctuality are extremely important and, for some reason, is an area that some students fall down on. We will monitor daily attendance, as well as attendance at lessons. Should there be problems, students will lose their free time and parents/carers will be informed. Persistent non-attendance may lead to parents/carers being charged for examination entries. It may also jeopardise a student's place in the Sixth Form.

[Sixth Form Attendance Procedures \(Sept. 2025\)](#)

[Mrs Smith - Attendance Advice Letter \(Sept. 2026\)](#)

Please contact the Sixth Form attendance officer via either...

Email: y12andy13attendance@parmiters.herts.sch.uk.

Direct phone: 01923 665715.

It is important that the school maintains a positive dialogue with both the students and our parents/carers. Any initial communication should be through your child's Form Tutor and Head of Year. Everyone wants the best possible outcomes for our students and this will only be achieved through collaboration and trust.

The Sixth Form is an exceptionally busy place and staff will not always be able to respond to calls or emails immediately. However, we will endeavour to deal with all communications in a timely manner. [Protocol for Communication](#)

Please do get in touch if you have any questions or concerns. We look forward to the journey ahead.

Kind regards



Mr Henson

Head of Sixth Form