6th Form Enrolment and Induction 2017 (External students)

Time	Process	Location	Staff
25th August			
10.00am – 10.30am	External students sign in, collect enrolment packs and pay £50 enrolment fee.	Reception	Ms Young Mr Mason Miss Clark
10.30 – 12.00	External students enrol onto courses. Enrolment desks set up in hall.	Hall	Subject Reps. and Senior Team (see below)
10.30 – 12.00	All students have photo taken and hand in IT user agreement forms	1st floor Atrium	Mr Pegg
10.30 – 12.00	**External students** meet with 6th Form Admin to record GCSE results (hand over copy of results)	Main office	Miss Clark
6th September Period 1 & 2 9.05 -10.45	**Year 12** students attend and will be in tutor groups and • Collect timetables; • Check timetables; • Given induction report and informed of the process; • Given induction checklist, student and parent charters; • Informed of expectations and code of conduct **Year 12 External Students** – assembly	Tutor rooms	Tutors Ms Young
7th September	**6th form lessons begin Period 1**.		

Subject Reps

- English/Media Studies – Ms Weatherhead/ Mr Taylor
- Biology/Chemistry/Physics/Applied Science - Mr Dennett
- DT/BTEC Engineering - Mr Gooding
- Maths – Mr Ashraf
- ICT/Computing – Ms Voniatis
- MFL – Ms Young
- History/Politics – Ms Thompson
- Geography/T&T/Psychology/Sociology – Mr Heathcote
- PE/Sports/Art – Mr Dapaah
- BTEC Business/Economics – Mr Miah
- RE – Mr Punt
- Level 2 Courses – Ms Young