Dear parents and carers

Please find below some of the key messages which are being shared with students next week which may be of interest to you:

**Work experience**

All students on a vocational programme need to complete work experience before the end of the academic year. Tutors will be reminding students about this in the coming weeks, if they haven’t already completed it.

**Internal progression**

Our pre-advanced learners (entry level through to level 2) will be continuing preparing for internal progression by having important one to one conversations with their tutors about what course they are going to progress on to in college.

**UCAS (application to universities)**

The official UCAS deadline is January 25th. The vast majority of our Year 2 A level and Level 3 vocational students have submitted their applications for checking and sending.  For those students who have still not done this, they are running the risk of applications not being submitted before the  UCAS deadline now.

In addition to these notices, please also note the following:

**GCSE Maths and English November resit results**

These were released to students on Thursday 12th January. Please ask your young person to share them with you.  At this college we fully believe that a grade 4 or above in GCSE maths and English is the most important qualification that our students need in order to progress to their next level of education or to enter employment.

**Persistent long term absence from college**

It has come to our attention that a number of young people are taking four weeks (or more) out of college to go abroad, with the support and permission of their family; often to visit family abroad.  Please could I emphasise that this is not authorised or acceptable to do this during term time.  The funding that we receive for students is dependent on them being present in college. Taking significant periods of time outside college means that your young person will be subject to disciplinary action and their place at college will be at risk.  Do make contact with your young person’s tutor should you need to discuss this further.

Kind regards.

Morag

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