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September 2026 CRA/cb

Dear Parent/Carers of Sixth Form Students,

RE: Welcome to Sixth Form 2026-27

I would like to personally welcome your daughter/son to Brentford Sixth Form for what I hope will be another very successful year. A special warm welcome to all our Year 12 students – they are joining a successful, thriving and inclusive Sixth Form community where they too will benefit from the achievements and opportunities experienced by previous cohorts.

Year 12 have made a fantastic start and are settling into their subjects well. It's been lovely to welcome Year 13 back on their staggered start, and see them focussed during study sessions and working hard towards their baseline assessments next week.

We are incredibly proud of the A level and BTEC results achieved by our students this year, which have been instrumental in the vast majority securing places at their university or apprenticeship of choice. We are particularly delighted that one of our students has secured a place at the University of Oxford, alongside many others progressing to Russell Group and 'top third' universities. Well done to all of our students and parents for their hard work and support, and of course to our fantastic staff, who always go the extra mile. We are proud of and grateful to them all.

Your new Sixth Form Leadership Team this year will be:

Mr Colin Rance
Head of Sixth Form
Director of Sixth Form and raising achievement
crance@brentford.hounslow.sch.uk

Mr Duane Wharton
Sixth Form Study Supervisor
Study support, mentoring and administration
dwharton@brentford.hounslow.sch.uk

Alongside the Sixth Form Leadership Team, we are also fortunate to have an experienced tutor team. These form tutors will have daily contact with your daughter/son and should be the first point of contact for any pastoral, academic, careers or personal development related queries. You can find the contact information for tutors below:

Year 12	
12 Aspiration	Mr Obi: aobi@brentford.hounslow.sch.uk
12 Empowerment	Mr Jaf: ajaf@brentford.hounslow.sch.uk
12 Resilience	Ms Malek: smalek@brentford.hounslow.sch.uk Mr Loks: eloks@brentford.hounslow.sch.uk
12Courageous (Level 2)	Mr Wharton: dwharton@brentford.hounslow.sch.uk

Year 13	
13 Aspiration	Ms Welsh: gwelsh@brentford.hounslow.sch.uk Ms Dutton: fdutton@brentford.hounslow.sch.uk
13 Empowerment	Ms Nollmann: anollman@brentford.hounslow.sch.uk
13 Resilience	Mr Garner: hgarner@brentford.hounslow.sch.uk

This is an incredibly important year for your daughter/son, which sees her/his first or final year of her post-16 journey. To ensure your daughter/son achieves their full potential in their subjects your support on the following is much appreciated: -

Attendance and Punctuality:

It is expected that our students will strive for 100% attendance, this includes attending assembly, tutor time and scheduled study sessions. Future employers and higher education institutions will ask for attendance and punctuality records when requesting a pupil reference.

Where students are absent parents / carers should phone into school and leave a message on the school answer phone before 8am. Any students who fall below 95% attendance will be issued with a tutor report and if it becomes a persistent issue, it will escalate to a monitoring report with the Head of Sixth Form. In the most serious cases of low attendance- students will be placed on formal contract with the Head of Sixth Form, which will include a parent meeting.

Where students are late to lessons they must sign in with the attendance officer if it is after 9am. In instances where students are late they will incur a 20-minute late detention on the same day, at lunchtime. Where students are late on more than three occasions over two school weeks, they will receive a one hour detention.

Use of mobile phones and electronic devices:

In line with the new **DfE statutory guidance,** mobile phones should not be seen or heard anywhere on the school premises during the school day (with the exception of the communal areas of the Sixth Form Centre during **break**, **and lunch only**). Phones will be confiscated until the end of the day if seen, or longer should it become a recurring problem. Please note students bring phones into school entirely at their own risk and the school accepts no responsibility for damage to or loss of mobile phones or any other electrical equipment brought into school. The same rules apply to headphones and all tablet devices.

Dress Code:

Your daughter/son is expected to adhere to our Sixth Form dress code, which is smart attire, except for being allowed to wear black trainers. No exceptions will be made around our dress code expectations and your daughter/son will be sent home to get changed if they arrive with incorrect attire.

Tutor Time:

The carefully structured tutor time programme is designed to fully prepare students for the world of work or university, as well as developing and supporting you during their time with us at Brentford School for Girls Sixth Form.

All Year 12 and Year 13 students are expected to attend AM tutor time every day of the week. Tutor time starts promptly at **8.40am** with the clear expectation that all students are settled in their tutor base by this time. This ensures students are able to meet with their Sixth Form Tutor every day so that they can respond promptly to address any issues that may arise. Importantly, they are also the members of staff responsible for future UCAS or alternative pathway references.

Independent Study and Homework:

Students will be set **5 hours** of independent study by each of their subjects each week. Set tasks may include a variety of learning opportunities such as extended written responses, exam style questions, revision tasks, independent research, presentations, project work and design / planning tasks for practical based subjects. Students will have scheduled independent study sessions included in their timetable. During these times students are expected to work productively in the 6th Form Study centre where they will be supervised by teaching staff. There may also be times where students are required to complete tasks at home and as such, we ask that you encourage students to carefully consider the impact of outside employment on school work and on their ability to give required academic study their full attention.

I hope these expectations will encourage your daughter/son to work towards academic success in their studies over the next ten months and I would urge you to contact me or her tutor if you have any concerns at all.

We are excited about the opportunities this term will bring and look forward to working closely with you to support your daughter/son's learning and personal development. Please see below some important dates for your diary:

Key Dates – Autumn Term 2026

Year 12

- **Wednesday 23rd October** – Main school open evening
- **Friday 9th October** – Subject Change Deadline
- **Friday 9th October** – Team building trip to Gravity (free of charge). Please complete the google consent form: https://forms.gle/V1XUuSr1PphV4rSt8
- **Friday 16th October -** INSET day
- **w/c 19th October** - Year 12 Assessment Week

Year 13

- **w/c 14th September -** Baseline assessments in all subjects
- **Thursday 17th September** - Year 13 Expectations Evening - please complete the attached form by clicking this link - **https://forms.gle/S5XQjBZv25LAy3wAA**
- **Thursday 15th October –** UCAS early application national deadline. This is for Oxford, Cambridge, Medicine, Dentistry or Veterinary applications only**.** To ensure we meet this deadline, students making early applications must press pay/send by 7th October, so the form can be quality assured before sending it to UCAS.
- **Friday 16th October -** INSET day
- **Wednesday 21st October -** All students should have completed their personal statements and uploaded them on UCAS for their tutors to quality assure and complete their tutor references when Year 13 are sitting their PPEs.
- **Wednesday 4th – Friday 13th November** – PPE 1 (pre-public examinations) week.

Further details about these events will be shared via email and on our school website. If you have any questions or concerns, please do not hesitate to contact your daughter/son's tutor or the school office. In the meantime, if there are any issues that you would like to discuss, please contact the appropriate member of the pastoral team using the contact details provided above. Finally, may I take this opportunity to wish you and your daughter/son a very happy and successful year.

Yours faithfully,



Mr C Rance
Head of Sixth Form