

July 2010

Dear Parents and Carers

I enclose an updated version of dates for your diary to help with your planning and to give you more detailed information about arrangements for the beginning of the new academic year. Also enclosed is a request for a contribution to College fund and a form so that you can gift aid your donation.

Action needed! Please read this

From September we will be communicating with you electronically wherever possible.

*****To this end we will need your current email address and I would ask you to complete and return the enclosed contact form to the registry FAO Elaine Thompson*****

Many of you have already accessed STS (our Student Tracking System) which gives you real time attendance and timetable information. You can continue to access this information using your existing user name and password from September. If you have forgotten your password, or have not yet accessed STS, you can go to the parents' log in page of the website and use the help buttons. Progress reports will also be available through STS and will include the proportion of work set that has been completed.

We will be actively using Twitter from September. If you use Twitter you can follow us at twitter.com/varndean

If you do not have Internet access, you will still be able to receive hard copies of all correspondence and reports. **Please let us know using the contact form.**

Changes to our attendance procedures

From September, to make it easier for you, you will be able to text, phone or email our hotline before 10.00 am to alert us to absence:

- Absence line Tel 546645
- Absence Line Text number 07781 472625
- email: registry@varndean.ac.uk

We ask you to follow up a call or text to our hotline to report unavoidable absence with an email or letter detailing the reason for the absence. Similarly we will be asking for

written details from you if a student signs out for any reason during the day. **In both cases we would ask you to ensure that we receive the written confirmation within three days of the students return to College. We are not changing arrangements for notifying us of future absences.**

And finally

A reminder that AS/A2 Level 3 results are available for collection between 9am and Noon on 19 August. Senior staff will run advisory sessions by appointment through the College reception from that date to 26 August. Students who achieve a U in a subject which they had intended to continue to A2 will be unable to do so and will need to discuss an alternative at one of the advisory sessions. Decisions will be made about places on courses in the afternoon of 26 August and students are advised to make appointments ahead of that time. We are willing to discuss issues by telephone interview if the student is out of the country and unable to attend in person.

In the meantime I hope that you and your daughter/son/ward have an enjoyable summer and look forward to seeing many of you at the Year 2 Parent/Carer consultation on 28 September.

With best wishes

A handwritten signature in black ink that reads "J. Sawyer." The signature is written in a cursive style with a horizontal line above the first letter.

Jill Sawyer
Student Progress Director