

6 June 2024



Dear Parent/Guardian

## **ADJUSTMENTS TO FORM PERIODS EFFECTIVE FROM SEPTEMBER 2024**

I am writing to let you know about an adjustment to our form periods in the morning, that will come into full effect when we return in September, after the summer break. Your son/daughter is already aware of these arrangements, as their Head of Year has gone through this with them in their year group assemblies this week.

As you know, we currently have vertical form groups in the morning, where we have pupils from each year group in each form. Whilst this arrangement has been beneficial for our House System here in school, we feel the time is now right to evolve our morning sessions and bring the morning form period more in line with our Academic Year Group System.

We will still retain our Vertical Pastoral House System, with your child remaining in the same House, overseen by the same House Leader, allowing pupils across all our year groups to continue to contribute to, and feel a valued part of, their own House – Calder, Douglas, Hodder or Ribble.

However, our morning form period will now be undertaken in year groups, with pupils from the same year being in the same form. This will make it easier for your child's Head of Year to work more closely with their team of form tutors first thing each morning, to track and monitor pupils' attendance and punctuality to school every day, as well as ensuring they are 'Ready to Succeed' for the day ahead.

In addition, to ensure our young people have a teacher who already knows them well, we intend to make their current Learning for Life teacher their form tutor too. Their form group will therefore be their current Learning for Life group ensuring consistency across the day, as your son/daughter's form tutor will register them in the morning and will see them again in the afternoon to teach them Learning for Life lessons as well.

Not only does this mean form tutors will have much more contact time with pupils in their forms, but it will also enable each form tutor to really get to know each pupil too. In so doing, they will help coordinate with the Heads of Year, any further intervention strategies that might be necessary to ensure every pupil in their form achieves their full potential, both pastorally and academically.

Over the coming weeks, your son or daughter's Head of Year will let them know what form group they will be in from September.

Whilst these changes will come into full effect from September, we may, once the Year 11s leave, bring in these changes prior to the summer break, just so pupils are already accustomed to their new form prior to returning in September.

Should you have any queries or questions related to this therefore, either now or when we introduce these changes, then please do not hesitate to contact your child's Head of Year in the first instance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Eastham', is written over a light blue horizontal line.

**Mr M Eastham**  
**Principal**



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