



20th July 2023

Dear Parent/Carer

We are extremely keen to support our year 12 students' transition to year 13, a crucial year in which they will be working hard to attain the best grades they can, and setting plans in place for their futures beyond school.

With this in mind, I would like to take the opportunity to remind you of the hours that all students are expected to attend school. Students at The Victory Academy Sixth Form are in full-time education and are required to attend full school days, five days a week. Attendance to all lessons and study sessions is vital to give our students the best chance of success.

Where attendance/punctuality is an issue, we now have a Family Liaison Officer who will be able to work closely with students and their families who are facing challenges around attendance.

The timings of the day have altered slightly for 2023/2024, please see the table below. Students are required to be **in school from 8:35am to 3:05 every day**. Students should arrive at school **no later than 8:35am** and go directly to lesson 1.

08.35	Student arrive on school site (line up)
08.40	Lesson 1
09.05	Lesson 2
10.05	Lesson 3
11.05	Break
11.25	Lesson 4
12.25	Lesson 5
13.25	Lunch
14.00	Movement time / line up
14.05	Lesson 6

We respectfully ask that medical appointments are, where possible, arranged during school holidays. If it is not possible to arrange an appointment during school holidays, we ask that these are arranged during study periods, as opposed to lesson times. Study periods are clearly marked on students' timetables. Alternatively, please contact Miss Clark in Sixth Form who can advise you.



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www.thevictoryacademy.org.uk

Principal: Mrs M Smith BA (Hons) NPQH
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH NLE

Magpie Hall Road, Chatham,
Kent, ME4 5JB

T: 03333 602140
E: office@thevictoryacademy.org.uk

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Sixth Form Conduct

As year 12 are now transitioning into year 13, they are reaching the pinnacle of their school careers and are significant role models for other students in our school community. Can I also take this opportunity to remind students of our Sixth Form expectations.

Dress and appearance should be in line with our dress policy. The full policy can be found on our website, but some key points are below:

- Skirts should be, at a minimum, just above the knee
- All students should wear a blazer
- Denim or leather clothing is not permitted
- Trainers are not permitted
- Caps or other non-religious headwear are not permitted.
- Football Academy students may wear their official APD training clothing on Wednesdays only. Students are not permitted to attend school in any other form of clothing, especially **not non-APD tracksuits/leisurewear**. Please contact APD regarding the purchase of official training wear.

We ask that students take the opportunity during the summer break to ensure that their clothing is compliant with our dress code. From September, students who do not comply with the Academy's dress code may be refused entry.

There are certain restrictions around the food and drink allowed in school. This is to ensure students eat healthily and thus are able to learn effectively. The following items should never be brought into school:

- Energy drinks
- Fast food/takeaway food

Thank you for your support, especially over the past year. We look forward to helping our students to make a great success of year 13.

Yours faithfully,

Mr B Cass
Head of Year Sixth Form

Miss L Hryniewicz
Assistant Vice Principal Teaching & Learning and
Key Stage 5



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