

From the First Deputy Head

12th September 2007

Dear Parent

I enclose a copy of a letter I have sent to all Upper 6th IB pupils at the start of this term. I do hope you will help us all you can to support your child through the next few very important months. Please write, email or telephone me if I can be of any assistance to you, or if you have any questions relating to the contents of my letter, or of our academic provision.

With best wishes

Yours sincerely,

Fergus Livingstone

From the First Deputy Head

12th September 2007

To all Upper 6th IB pupils

Dear Student

I am writing this as a follow up to the letter I sent you all on 25th June. I made some suggestions, you may remember; I now want to explain what I have already done, put some more of my recommendations into practice, and to encourage you.

Action plan

1. An audit. The yellow audit book within which this letter reaches you is for you to record the hours you work during each week. You need to record every session. (I recommend you sit down for a pre-determined period of time – two hours perhaps, or an hour or half an hour). Take a note of how long each session has been and what subject you have worked on. At the end of the week you should have a total for each subject and an overall total. Ideally you should do 3 hours for each subject, an hour for TOK, and an hour writing up your CAS. That is 20 hours in all – and it is the IBO's recommended MINIMUM!
2. Target setting. Your target for the summer isI will asking your teachers to comment on this target over the next few weeks, so try to persuade them with your hard work that it is realistic.
3. Use your tutor. Make sure you see your tutor every week and go through your audit book with them, your achievements during the week, and your plan of homework for the following week. They will be able to guide you and encourage you, but they cannot be much help unless you are honest with them and have a real desire to do well. See Dr. Dohmen or myself too, if you have any concerns. There has been some suggestion recently that pupils do not have as much tutoring as they need. Timetabled tutorial sessions are not long I know, but your tutors do evening duties and are around in school all day. Arrange to see them when you need their help. I am here always, and Dr. Dohmen does hours and hours of what is really tutorial work with you.
4. Speak to your teachers and ask for extra time and help if you need it. Extra Biology sessions were offered last year to a number of you, and only a very few took up the offer. One of the pupils who did not attend then told her parents to complain to me

that she were given no help. This was her fault, not the fault of the Biology Dept. You would be amazed how keen your teachers in fact are for you to do well, and they will give you the time, if you ask for it. They do it because of professional pride and because they are ambitious for you and for the school.

5. Supervised work. A number of you spoke to me last term about the fact that you believe that without more supervision you may struggle to work more efficiently. I have organised the following in response.
- a) Study periods. As I promised, a member of Common Room is in the Sumner Library every school this term, and we have a new Librarian too, Miss Griffin. If you want a quiet and disciplined place to work, where you will be forced to stay and work throughout the hour, go to the Library. I have not made it compulsory. Some houseparents may insist that you work there, but I want you to WANT to go, because you want to do well.
 - b) 4pm – 5.30pm. The Librarian works these hours now, so the Library will be open and available for you.
 - c) Evening prep. You **should** be able to work in your houses. The ICT centre is open every evening during prep time as you know. You have to arrive either at 6.30pm or 7.30pm precisely – you cannot wander in and out as you like. Anchor boarders are supervised in the Library from 6.30 until 8, so if you need Library resources at that time you should be able to access them.
 - d) Saturday mornings. The Library is now open every Saturday morning from 9am until 12.30pm. I am very keen to open the ICT centre for these hours too, and have members of Common Room available to supervise. I am suffering initial problems here however. We have today advertised for an additional technician. Until such time as he or she are appointed **we cannot offer any technical assistance to pupils on Saturday mornings.** Mr Thomas may be there, but he has to have Saturday free to manage the server and cannot be disturbed by us under any circumstances.

We have made a great deal of effort to set up the conditions within which you can succeed. But you have to desire it yourselves.

Good luck this term. Enjoy the work, by doing it well.

Yours sincerely

Fergus Livingstone

Copies to: SMT; DD; Heads of Departments; House parents and 6th Form tutors, and parents.