

This matter is being dealt with by: Mr K D Allan

HEAD: Mr P A Beever, BA, M(Ed)  
Deputy Heads: David S Clark; John A Haslam

Our Ref: KDA/mw

10 September 2009



## **RICHMOND SCHOOL** *& Sixth Form College*

Dear Parents/Guardians

### **Application for year 13 Home Study**

This term we are introducing a system of home study to allow Year 13 students some independence to work under their own discipline. Students must apply for home study with written support from Parents/Guardians, which will include them taking responsibility for the student's time spent in home study and the journey to and from school. This only commences when the student has completed either a personal statement and CV for employment or has signed off a university application form.

Tutors are the first point of contact for many issues in the Sixth Form and to keep in touch with what is going on, Year 13 will be required to continue to register at least once a day. Assemblies are occasionally called and attendance at this is compulsory. Outside of this requirement, students can apply for Home Study to miss either a morning or afternoon registration each day. Their absence will be noted and as long as Parents/Guardians sanction this on the slip attached, we can mark it as 'authorised'. If a student has chosen an afternoon for Home Study and an assembly is called, then they **MUST** be present for the assembly, although they can sign out afterwards. If students are in school for both registration sessions, then they must attend both.

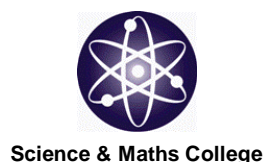
We would emphasise that this system is available at the School's discretion and should be viewed as a privilege, not as a right. It is based upon trust that the students will use their time for private study and will keep up to date with work. Students failing to do this will have this privilege rescinded.

We would be grateful if you would sign the attached copy of your son/daughter's Home Study timetable confirming that you would like your son or daughter to be given permission for home study, and return this to the tutor. There is a blank copy of the Home Study timetable overleaf for you to fill in and retain for your information.

Yours sincerely

K D Allan  
Head of Sixth Form

J A Montgomery  
Head of Year 13



Darlington Road  
Richmond  
North Yorkshire  
DL10 7BQ  
School Tel: (01748) 850111  
Sixth Form College Tel: (01748) 828136  
School & College Fax: (01748) 828106  
Lower School Tel & Fax: (01748) 822554  
E-mail: [admin@richmondschool.net](mailto:admin@richmondschool.net)  
Website: [www.richmondschool.net](http://www.richmondschool.net)