

3rd October 2022

Dear students, parents and carers,

It has been lovely to see the campus full of students over the past three weeks. Students are looking very settled now, are working hard and enjoying life at Collyer's. An early well done to you all and long may it last, I am sure that it will.

Alongside their core subject lessons and tutorials, students have been attending Pro-Study sessions since their first week, and many have enjoyed their first sessions of Enrichment this week. With both Pro-Study and Enrichment now bedding in well, I would like to clarify some procedures around attendance for these elements of students study programmes.

Pro-Study

Pro-Study comprises of 4 sessions per week where students will complete work set by their subjects that supports and broadens their learning. 2 of the 4 sessions are registered and take place in one of the college's library spaces. The remaining 2 sessions are not registered with the intention of offering students flexibility in further developing their independent study skills. Students should expect approximately 1.5 hours of Pro-Study work per subject per week. Pro-Study is in addition to homework and coursework that students subjects will set each week.

Enrichment

Launched this year, students can enjoy a minimum of 12 hours of Enrichment activities throughout the year. Students have over 100 Enrichment activities from which to select, spanning a huge range of interests, there really should be something for everyone. Enrichment is intended to be a time when students can take a break from their studies and enjoy a relaxed session where they can spend time on new or existing interests and further develop their social bonds. Students will be able to amend or select new Enrichment activities in November for the Spring term.

Some key points regarding Pro-Study and enrichment follow:

- Attendance and punctuality at registered Pro-Study sessions and Enrichment* is **compulsory**, just as are attendance to subject lessons and tutorials.
- **Unauthorised absence** from registered Pro-Study sessions and Enrichment will be **reported to parents** via our weekly absence reporting system.
- If a student is taking part in a trip and will therefore miss a Pro-Study session or Enrichment, our Student Services department will amend registers from student lists provided by the trip organiser.
- If a student is absent from a registered Pro-Study session or Enrichment due to illness, a medical appointment or another reason, a **parent must let the college know via: absence@collyers.ac.uk. Students may not self-certificate their absences.** This is an identical procedure as applied to absence from subject lessons and tutorials. Whilst



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absence due to a driving test would be acceptable, absence due to driving lessons or similar is not an acceptable reason for absence.

- **Lateness** to registered Pro-Study and Enrichment sessions will be followed up and **treated in an identical manner as for subject lessons and tutorials.**
- Students **should not email the library** regarding absence or lateness to registered Pro-Study sessions.

**students must complete a minimum of 12 hours of enrichment per year, but may complete considerably more if they wish. Where a student has signed up for an enrichment activity they must attend even when attendance takes the student above the 12 hour annual minimum.*

For all subject and enrichment absences it is a courtesy for students to email their teacher/enrichment coordinator to let them know.

It remains for us to wish all students the very best during the Autumn term and the coming academic year.

Kind regards,

Rob Hussey
Vice Principal: Curriculum