

August 2021



Wyke Sixth Form College
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Dear Parent/Guardian

Thank you for supporting your son / daughter's application to Wyke. It has been a very challenging year and we are conscious that there is much to do to ensure that all our students are supported to get back into normal education and achieving their very best.

This letter will set out our contingency planning for this autumn term. I will also explain a little about how we will induct students into college. Then there are some specific details about the enrolment process. If there is anything in here you are not sure about then please do consult our website or get in touch with our liaison team by emailing urgent@wyke.ac.uk.

Planning for the autumn

We are planning for all students to be in lessons on a regular timetable in September. However, we recognise that there is the possibility of another spike of infections on a national level, or a localised outbreak of infections. We are committed to delivering a full timetable of taught lessons for all should the Government advice allow this. Ensuring safety and minimising risk whilst providing the best possible education is our first priority. We will be continuing to adapt the college campus to ensure that it meets the national guidance. The same will be true for the transport we provide.

Starting at college

We recognise that all of our students have had a fractured educational experience over the last 18 months. The staff at Wyke are focused on using the autumn term to support students back into their studies. Some students will have specific issues that need addressing and all will need to get back into the habit of working hard and achieving. We have high expectations for all our students but we also support our students to meet these expectations. Please do let us know if there have been issues that have arisen during lockdown that we need to be aware of. Also, we hope that the results process had provided the grades you expected. If not, do not worry, we will be able to discuss the options during the enrolment interview. The College website offers guidance on the different levels of course available at Wyke – <https://wyke.ac.uk/courses/>

Financial support

A limited amount of financial support is available to students through the learner support funds managed by the College. Wherever possible, the College will seek to provide financial assistance when money is guaranteed the financial support will be in place for the first day of term. We still welcome applications from 31st July onwards and will do all we can to have everything in place for the first day, but there may be a slight delay from when your son / daughter starts. For applications which were received before 31st July, we

Please see over the page



The Wyke Hardship Fund is a further way in which the college supports all students to be able to access their education. The Fund is made up of voluntary donations by parents and staff. The funds are used to ensure that students in financial difficulty have access to the equipment they need, are able to access events such as trips and speakers that will significantly improve their education and get help to attend activities supporting their next steps such as university open events. Following enrolment, we are asking parents to make a voluntary contribution of £20 to support this fund. Students will not be treated differently according to whether they have made any contribution in response to this request. These donations do make a big difference to some students, so they are much appreciated.

Wyke College Corporation Vacancy

Wyke Sixth Form College currently has a vacancy on the Corporation, Wyke’s governing body, for a parent member of the Corporation. Becoming a Corporation member provides an excellent opportunity to help shape the strategic direction of the College, oversee College activities and to gain new skills and meet new people whilst contributing to the community that the College serves.

If you would be interested in applying to become a Corporation member, please contact Fiona Bagchi, Clerk to the Corporation at: fiona.bagchi@wyke.ac.uk

Enrolment details

Students are eligible for publicly funded courses if they meet the ESFA funding criteria. If we need to see any additional evidence to verify this, we will write to you separately. If you are asked to bring additional evidence, please ensure that it is brought to enrolment to avoid delays in the enrolment process.

I have enclosed further information relating to your son / daughter’s enrolment at Wyke, including confirmation of the date and time of the enrolment appointment.

Please use this checklist to confirm that the following items are brought to the enrolment interview

	✓
Examination results sheet and exam results slip(s) , including any exams taken early especially if they are English or Maths qualifications. <u>Without results slips we will not be able to complete the enrolment at the appointed time.</u> Remember, applicants for Music courses need to include Music certificates for Instrument/Voice/Theory.	
Evidence to support any support arrangements or extra time that you have had in exams previously if applicable	
Art work portfolios If you are looking to enrol on any of our Visual Arts courses, we encourage students to bring portfolio work with you. This will not form part of the entry criteria but it’s always great to see your work to discuss.	
Residency evidence if required. If you need to provide additional residency evidence to confirm that you are eligible for publicly funded courses, we will write to you separately and you must bring this to your enrolment appointment.	
Details of your homeworking environment and your ability to access remote work	
A pen	
Money – spending money for bus fares, lunch etc. if required. We will have a limited coffee shop service on site for food and drinks.	

The enrolment process is important. We want to help students choose the right subjects to study. We are willing to spend time to get it right and expect to spend an hour or two from the time of the enrolment appointment.

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Your son / daughter's enrolment appointment details can be viewed by logging into their Applicant Portal.

Due to safety precautions around the Covid-19 pandemic, unless necessary, students should, if possible, attend their enrolment appointment alone, however parents/carers are welcome to attend where you feel this is appropriate. If you feel it is necessary for your son / daughter to be accompanied, a maximum of one additional person will be allowed to attend. To ensure the safety of all applicants and our staff, we have limited the number of students who are attending each appointment. As a result of this, it is important that you stick to your allocated time. Please make all endeavours to attend your allocated slot as alternatives might not be available.

We have set up a web page with all the information you need before your son / daughter comes in to enrol. Please read through it carefully and make a note of any questions for the enrolling tutor. . If you have any problems accessing the information online, please email us on urgent@wyke.ac.uk and we will arrange to send the information out to you.

The enrolment process consists of several stages:

- Results processing where we confirm the exam results you entered into the applicant portal – this information is used to ensure that we enrol students on the right level of course. Please ensure that you bring confirmation of your results with you (either the print out or email from your school).
- Course counselling – a member of staff will look at the original application subjects and confirm if they are still what the student hopes to study, or if there are some changes to discuss. Other subject staff may be called in to help with the decision at this point. We might also conduct a short screening programme to help us assess support needs.
- College support processes where information about transport, learning support, financial support etc. is available.
- Enrichment information and expression of interest in the College enrichment process.

We look forward to welcoming your son / daughter joining us as a student at Wyke Sixth Form College. Should either of you have any questions you are welcome to contact the college on the details above or speak with your enrolling tutor during enrolment week.

The new College year will start at on the 9th September for all our first year students. The College day starts at 9.00am, and on the first day there will be a brief induction session and the first subject lessons. Further information about the first day will be provided at enrolment.

Yours faithfully



Paul Britton
Principal

Please see over the page for your Parent Pay activation letter