



19 July 2017

Dear Parent/Carer

Re: Start of Term Arrangements for Post 16 Students September 2018 – Year 13

I hope «Forename» is looking back over this year pleased with their achievements and is now keen to progress further into Year 13. I am writing to inform you of the details for the start of the next academic year and advise you of some important points to consider prior to September.

Results Days: Thursday 16 August – AS/A Level Results Thursday 23 August – GCSE Results

For those students who have taken AS exams this year or re-sat GCSE English or Maths, the College will be open from 9am – 11am for students to collect their results in the Main Hall (see dates above). We will have a Post 16 desk and staff present in the Main Hall to assist with this. Staff will be available to discuss options where concerns may arise. If you have provided us with a stamped and addressed envelope for us to post the results to you, it will be posted on the results day.

Certificates

The Certificates relating to your AS or GCSE results (if appropriate) this summer will be available for collection **after the October half-term**. Parents or siblings can sign for certificates on your behalf if you are unable to collect them. If you prefer, we can arrange to post them to you using the Royal Mail Track and Trace Service. **Please hand in to the Exams Office an A4 addressed envelope and £2.20 to cover the postage costs**. There are limitations on how long we can hold Certificates at the College so it is important that you collect them and keep them safe. You are likely to need them to provide evidence of your grades when applying for courses and employment and to purchase copies of them in the future will be very costly, approximately £35 each.

Year 13 Start of Term: Thursday 6 September

The college will have a staggered start for students returning in September. Year 13 students will start the term on **Thursday 6 September 2018**.

Students should be on site by 8.40am for a prompt 8.45am start. Students must check the Tutor lists in Reception and from there go straight to their Tutor Base. Staff will be on hand to direct any students unsure of where their Tutor Base is located. Students should bring basic equipment for college such as pens, pencils and a ruler, and any other necessary kit required for their course.

Students will spend the first lesson with their Tutor. During this time their timetables will be issued. There will then be an assembly detailing the expectations for the year. The remainder of the day will operate as a normal school day and therefore students will attend timetabled lessons.

(Continued overleaf ...)

Free School Meals

If your household income is less than £16,109 you may be eligible to receive free school meals. Students eligible for free school meals in Year 12 will automatically be eligible for free meals in Year 13 (no need to reapply), unless your circumstances have changed to make you no longer eligible, in which case you must inform us. Newly eligible students will need to apply either online: www.somerset.gov.uk/freeschoolmeals or by application form available on request from Reception.

Student Bursary

Please find enclosed our 16-19 Bursary Application Form. Application forms can also be downloaded from our website: www.westsomersetcollege.org, Information, Letters Home 2016. Guidelines for completion of the Bursary form are written on the back of the form.

Students wishing to apply for the Bursary must ensure that their application is received by the **closing date of Friday 28 September** as late application risks financial help not being available. If you are thinking of changing your course(s) still apply by the deadline date - you can advise any course changes after submitting your application. In most cases, bursary payments will be made once per term in three instalments of equal amounts. Payments are linked to attendance and academic progress, so payments may be withheld should these not meet expectation.

Specialist Equipment for Vocational Courses

For Vocational courses specialist equipment and/or uniform may be required. Students will receive a kit letter from the Subject Leader detailing what is required and the costs involved. Please contact the Subject Leader if you have any queries. It is important that orders are sent promptly so that the kit arrives in good time.

Public Transport – County (Bus) Ticket

West Somerset Opportunity Area: Post 16 Travel Bursary 2018-19 and 2019-20

As you will know Somerset County Council has recently announced an increase in the cost of the annual student bus pass. As an Opportunity Area we have been given permission by the Department of Education to provide Y13 students who live in West Somerset and attend West Somerset College in 2018-19 with a contribution towards travel costs of £100.

What does this mean?

This means that all Y13 students will get a bursary of £100 towards travel costs.

How to apply?

When you apply for your bus pass all that you will need to do is inform county transport that you attend West Somerset College and you will be issued with a reduced rate bus pass for your journey to and from College for that academic year.

The cost for the Somerset County Council "Love the Bus" ticket for 2018/19 is **£795**. This ticket can also be used to go on any other public bus within the county including weekends.

You can apply for the County Ticket on the link below (and lots of useful information for parents). For how to apply, information about restrictions and cancellation details please see the County Ticket Terms and Conditions of use: <http://www.somerset.gov.uk/roads-parking-and-transport/public-transport/county-ticket/>. You can also contact the council either by email at transport@somerset.gov.uk or by telephone on 0300 123 2224.

You should apply before 7 August 2018 to ensure there is a pass ready for collection from the College (or other chosen Post 16 establishment) from 1 September 2018.

If you are unable to use public transport due to a disability, special need or medical problem there may still be assistance available on an individual basis and you should register your interest with Somerset County Council on 0300 123 2224.

Contract Bus Ticket

Students can also use the contracted school bus should space be available. You should apply for access through Somerset County Council on 0300 123 2224. Seats are limited to spare capacity and are allocated on a first come, first served basis. If a seat is allocated you will receive an email from the Council to confirm the seat allocation and advice on what to do next regarding payment (as a guide, the cost for 2016/17 was £488 for the school year). Please note that we are not permitted to issue temporary bus passes for Post 16 students under any circumstances.

Student Parking

Students can park in the north gate car park at the rear of the College (enter via the Hospital Road) or at the front of college along with staff. Parking facilities near 1610 are reserved for users and employees of 1610 and therefore are not be used by students.

I look forward to working with you in the future. Please do not hesitate to contact me at enquiries@westsomersetcollege.org if you require any further clarification.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Zoe Stucki', with a large, stylized flourish underneath.

Zoe Stucki
Headteacher