8th January 2024

Dear parents/carers

Please find below a few important updates, notices, and information which you may find useful to support your young person at college.

**Key dates**

College opens for the start of the Spring term on **Monday 8th January 2024.**

For all A level and Level 3 technical/vocational students who are intending to go to university, the UCAS application deadline is **Tuesday 30th January 2024.** It takes approximately two weeks once a student has completed their part of the application for it to be checked, references written and submitted to UCAS by the college; therefore, please encourage your young person to submit their application as soon as possible if they have not already.

For all students resitting their GCSE English exam, there is a compulsory Mock exam on **Wednesday 10th January 2024 at 9am.** Please ensure that your young person attends.

**Other important information**

Attendance figures are linked to bursary. Students with attendance of less than 80% will not be eligible to receive their bursary. All bursary students have been informed that if their attendance is below 80% they will **not automatically** receive their bursary in January 2024. If your young person has any bursary queries or does not receive their bursary in January 2024, please speak to Student Services.

Prior to the Christmas break, there have been incidents of students bringing young people onto campus who are NOT our students. All college visitors are expected to sign in at reception and can only be invited on campus by college staff. Students facilitating (helping) non-students to **trespass** on our campus will face disciplinary consequences. Please help us reinforce this key message with your young person.

You will receive your young person’s half term 2 progress report within the next week. This gives you a current working at grade as well as an indication of their employability skills. If you have any questions, please contact your young person’s tutor.

Kind regards

**Fionnuala Swann**

Assistant Principal (Academic)

Centre Principal (Nelson campus)