





**Stephenson Trust**  
**Post 16 Centre**

Stephenson (MK) Trust Post 16 Centre  
Oakwood Drive  
Fenny Stratford  
MK2 2JQ  
Tel: 01908 889410

 [www.stephensontrustpost16centre.org.uk](http://www.stephensontrustpost16centre.org.uk)  
 [P16-Reception@stephensontrustpost16centre.org.uk](mailto:P16-Reception@stephensontrustpost16centre.org.uk)

Friday, 30 June 2023

Dear «Student\_First\_Name»

I am pleased to confirm your placement at the Stephenson Trust Post 16 Centre from September 2023. Our address for induction is:

**Stephenson Trust Post 16 Centre**  
**Oakwood Drive**  
**Fenny Stratford**  
**MK2 2JQ**



Details of our two compulsory induction days are outlined on the enclosed postcard, but I am writing to ensure you are also familiar with our expectations for the induction days.

We understand that all our students are on their own educational journey and our aim is to help everyone attending to achieve their goals in a setting that is right for them.

Attendance and being punctual to both induction days is important, as we would expect this in developing workplace related skills.

The dress code for both days is smart casual as we want our students to be comfortable, but also not make others uncomfortable with that they are wearing. Low cut tops, exposed midribs, sliders, and shorts and skirts that are above knee length are not appropriate for school. If you have any concerns about acceptable clothing to wear, please contact reception to clarify.

Smoking and vaping is not permitted on site, nor are energy drinks. We need to be mindful of the Primary provision that sits next to our building, and ensure we are setting good examples for them, as well as preparing our young people for the workplace environment. We also pride ourselves on being an inclusive school, so discriminating behaviour or language will be addressed by staff and could jeopardise your place in September.

As well as the compulsory induction days, we will also be running voluntary transition days on 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> July, and 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> July, 10am – 2pm. Attendance to these sessions may help you feel more settled when you start in September. You are welcome to attend as many, or as few of these sessions as you wish, and the sessions can be booked in school on 5<sup>th</sup> July, or by contacting Reception.

Upon successful completion of your induction days, we will write to you in July to outline the start of the school year in September and confirm our calendar for the 2023-2024 academic year.

Our Careers Advisor and therapeutic staff members will be on site during induction and are looking forward to welcoming you to our centre.

If you have any concerns, or further questions about Post 16, please do not hesitate to contact the centre.

Kind regards,

Ms C Dehnel  
Assistant Principal  
Post 16 Centre