

Student Name

Address

29 June 2022

Dear Student Name,

I am pleased to confirm your placement at the Stephenson Trust Post-16 Centre and in exciting news, we have moved to our new site where we will be able to have more outdoor space and improved facilities to offer our students. Our new address is;

The Stephenson Trust Post-16 Centre
Oakwood Drive, Fenny Stratford
MK2 2JQ.
Reception: 01908 889 410



Our two induction days are outlined on the attached postcard, but I am writing to ensure you are also familiar with our expectations on the induction days. Attendance and being punctual to both 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, midriffs, 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.

We understand that all of 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. 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 in 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. We will also have our careers co-ordinator and therapeutic staff members on site during induction and are looking forward to welcoming you to our new centre. To ensure your success on the induction days we have modified your timetable slightly. This includes a later start and earlier finish to avoid the busiest times and to allow you to become familiar with the setting in a small group first before joining the rest of the school day and students. Our aim is to support your transition to Post-16 and help ensure your success with us.

Upon successful completion of your induction days, we will write to you in July to outline the start of the school year mid-September and confirm our calendar for the 2022-2023 academic year. If you have any concerns, further questions about Post-16, or feel that a site visit may be needed prior to the induction days on the 13th and 14th to help with this transition please contact reception who can arrange this.

Kind Regards,



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Ms C. Dehnel
Assistant Principal

