

Ref: Y12/DWS/Enrolment Day

20 August 2026



Dear Student

Congratulations on securing a place at Cowley Sixth Form College. I am thrilled to extend a warm welcome as the Head of Sixth Form. This letter contains important information to ensure a smooth start to the new college year for you.



Examination Results

Congratulations to those of you who achieved exam results this summer. The hard work and dedication have paid off and we are proud of your academic achievements. We thank parents and staff for their support and commitment to ensure you were ready for your exams.



First Day Back

The first day back is **Thursday, 3 September**. Please arrive from **8:30 am** for an **8:40 am** start. We will begin the new college year promptly, making the most of every moment. The day will begin with student registration, followed by a two-hour induction session with your Guidance Tutor. This will be followed by a welcome assembly led by the Head of Sixth Form. The college day will finish at **12:30 pm** – the college will be available. The normal timetable and full college day will commence from **Friday, 4 September**.



The College Day

Monday	Tuesday	Wednesday	Thursday	Friday
8:40am Period 1	8:40am Period 1	8:40am Period 1	8:40am Period 1	8:40am Period 1
9:35am Period 2	9:35am Period 2	9:35am Period 2	9:35am Period 2	9:35am Period 2
10:30 am Break	10:30 am Break	10:25 am Break (15 mins)	10:30 am Break	10:30 am Break
10:50 am Y13 TAP, Y12 Life Ready	10:50 TAP, Enrichment	10:40 am Curriculum for Life	10:50 TAP, Enrichment	10:50 Y12 TAP, Y13 Life Ready
11:20 am Period 3	11:20 am Period 3	11:25 am Period 3	11:20 am Period 3	11:20 am Period 3
12:15pm Period 4	12:15pm Period 4	12:15pm Period 4	12:15pm Period 4	12:15pm Period 4
1:10am Lunch	1:10am Lunch	1:10am Lunch	1:10am Lunch	1:10am Lunch
1:50pm Period 4	1:50pm Period 4	1:50pm Period 4	1:50pm Period 4	1:50pm Period 4
2:50pm End of P5	2:50pm End of P5	2:50pm End of P5	2:50pm End of P5	2:50pm End of P5
2:50pm Enrichment	2:50pm Enrichment	2:50pm Enrichment	2:50pm Enrichment	2:50pm Enrichment



College Bus

The Sixth Form bus service is available to those of you living in Ashton-in-Makerfield, Newton-le-Willows, Haydock, and Blackbrook. This service is subject to a one-off administrative fee of £50.

Payment should be made through ParentPay and must be completed by Monday, 7 September. Seats are allocated on a first-come, first-served basis. Further information will be available from Reception next week.

The bus will display "Cowley Sixth Form College" on the front. Please remember to signal the driver by raising your arm to ensure the bus stops for you. *Please note: These times are for guidance only.* For the first couple of weeks, the bus will stop at every stop along the route to help determine regular pick-up points (bus route attached).

Being Prepared for September

Please approach the new term with a positive mindset and clear goals, ready to make the most of this important stage in your education. To be prepared for the start of term, it is essential to get organised. Please ensure you have all the necessary supplies, such as notebooks, stationery, and any textbooks required for your courses.

New Code of Conduct Policy

The introduction of the new Cowley Conduct system sets the highest standards and expectations for students. We believe that every student has both the capacity and the right to reach their full potential. This policy, alongside our day-to-day practices, has been designed to create a positive and focused learning environment, one in which all students, regardless of background, ability, or need, can thrive academically, and develop the skills to become life-ready.

Daily Attendance

Students who perform well on their courses all have one thing in common - good attendance. It is crucial that you are in college every day; every missed lesson means missing vital learning. I sincerely hope that you aim for 100% attendance this academic year.

Three Non-Negotiable Expectations for Every Student:

1. Attend Everything

You are expected to attend all components of your study programme. This includes:

- All subject lessons
- Guidance sessions
- Achieve sessions (previously known as Supervised Study)
- Enrichment activities

2. Be Courteous

There are two key expectations regarding attendance communication:

- Parental/Carer Notification: If you are absent, it is the responsibility of your parents/carers to inform the college. Failure to do so will be considered a serious breach of college rules and will result in 10 conduct points being added.
- Student Notification: If you are on campus but unable to attend a lesson or session for a valid reason, you must inform the relevant staff member in advance. Failure to do so will be considered a serious breach of college rules and will result in 10 conduct points being added.

3. Meet Deadlines

- At CSFC, we expect students to complete all work and tasks by the agreed deadline, plan their time effectively, prioritise responsibilities, and communicate early if they anticipate any issues that may affect their ability to meet a deadline. Consistently meeting deadlines demonstrates reliability, professionalism, and respect for others who may depend on your work

College Charter

On the first day of term, you will receive, read, and sign the Cowley Sixth Form Charter. This charter outlines the key expectations and professional standards we uphold at Cowley Sixth Form, including academic commitment, respect, and personal responsibility. By signing the charter, you agree to adhere to these principles throughout the year. It serves as a foundation to help you navigate your studies and personal development, ensuring you make the most of your time here and contribute positively to our community.

Part Time Work

Part-time work can provide income to support your studies and help you gain more independence. For these reasons, we encourage you to seek a part-time job, as it offers valuable experience. However, it should not interfere with college work, i.e. it should not take place during college hours, and we recommend no more than 8 hours per week.

Please note the following research: Sixth Form students whose part-time jobs take up more than 8 hours per week are risking the grades they need for university and apprenticeships. Research shows that teenagers working up to 7 or 8 hours a week may marginally improve their predicted Level 3 performance. However, results suffer when hours exceed this. Those working 15+ hours are scoring, on average, 36 UCAS points below their potential (equivalent to dropping from BBB to CCD). Please consider how this can impact your future progression plans.

Independent Learning

As a Year 12 student, you are given greater responsibility and freedom during your college day. However, it is crucial to emphasise the importance of using your independent time in college productively. Prioritising your studies, setting clear goals, and maintaining a structured routine will not only enhance your learning but will also prepare you for future challenges.

Bromcom

Our new communication platform is well underway. To ensure everyone stays informed and connected, we will be sending out important updates and instructions soon. Please keep an eye out for more details on how to access and use the platform effectively via the parent/student guide.

Extracurricular Clubs and Activities

There will be a Cowley Sixth Form Enrichment Fair taking place Tuesday 8 September in Cowley Hall. I encourage you to get involved in as many extracurricular activities as possible as there are countless benefits to this, including showcasing your development within progression applications for higher education and future employment.

Keeping in Contact

During your first week at Sixth Form, you will need to complete a registration form so we can ensure we have accurate and up-to-date information for you and your family on our system. If you were a Year 11 student at Cowley, please make sure to inform Reception of any changes to your details we already hold.

It is vital to check your college emails at least once a day as this is the main form of communication used by all staff with students and parents/carers.

Parents' Evenings

The partnership between the college and parents is crucial for the success and well-being of you. Please add these important dates to your diary:

- Year 12 Parent Conference – Tuesday, 15 September 2026, 4pm – 6pm
- Year 12/13 Parents' Evening – Thursday, 28 January 2026, 2:55pm - 5:30pm

Sixth Form Bursary

The policy for the new academic year is accessible on the website. You do not need to reapply for bursary, providing your circumstances have not changed. Please view the website [16-19 Bursary Fund Scheme - Cowley Sixth Form - St Helens](#) to complete the following forms:

1. Complete the self-declaration form (only if your circumstances are the same as the 2025 – 26 academic year).

2. Reapply – if circumstances have changed.
3. Submit your first application to apply for funding for the 2025 – 26 academic year.

Parent and Student Guide

On your first day, you will receive a Student and Parent Guide. This will provide you and your parents/carers with a detailed insight into how Cowley Sixth Form College operates, including key information about college life, expectations, support services, and the opportunities available to you throughout your time with us. This guide will also be placed on the college website

As always, if there is anything we can do to support you or your family, please do not hesitate to contact the college.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Watkins', with a stylized, flowing script.

Mr D Watkins
Head of Sixth Form

Enc. Bus Route

A M Journey		P M Journey	
07:30	First pick up - Warrington Road (opposite Byrchall High), continuing along Lodge Lane	15:00	College day ends at 14:45 - Bus Service departs Cowley Sixth Form
07:40	Ashton Road (Hope Academy), continuing along Crow Lane East	15:07	Hard Lane
07:45	Vista Road	15:10	City Road
07:50	Penny Lane	15:13	Washway Lane
08:00	Ship Inn, Blackbrook Road	15:17	Haresfinch View
08:02	Chain Lane	15:18	Woodlands Road
08:04	Laffak Road	15:20	Carr Mill Road
08:06	Carr Mill Road	15:22	Laffak Road
08:08	Woodlands Road	15:24	Chain Lane
08:09	Haresfinch View	15:25	Blackbrook Road
08:11	Washway Lane	15:35	Penny Lane
08:14	City Road	15:50	Vista Road, continuing along Crow Lane East
08:17	Hard Lane	15:55	Ashton Road (Hope Academy), continuing along Lodge Lane
08:19	Arriving at Cowley Sixth Form College day starts at 08:40am	16:05	Warrington Road