**communication**

**MENTORS**

The mentor will be the student, carer or parent first point of contact. Consequently, it is vital that students build a strong relationship with their mentor as this is an important partnership throughout their academic career in sixth form. Mentors will assist students in developing personal organisational skills, will monitor their progress and will be the person who completes the reference for UCAS or careers and guides them through planning and applying for the next stage of their education/training. Mentors will also pass on important messages from the KS5 team and subject teachers so it is important that students attend every session.

**HEATHENS WEBSITE**

Students should familiarise themselves with the following website:-

[www.heathensixthform.co.uk](http://www.heathensixthform.co.uk)

This website is used for essential day-to-day information, UCAS information, work experience and career advice with enrichment activities and articles of interest.

**IN-HOUSE COMMUNICATIONS**

Students should ensure that they regularly check the digital signage located around the 6th Form Centre. This information is regularly updated with messages, careers opportunities and information from the 6th Form Team and student committee.

**IN TOUCH**

Our preferred method of communication with home and with students is e-mail via the In Touch system. On occasions, we will text students if we need to get an urgent message to them so students should ensure that they update their contacts regularly via 6th Form Reception.

**SIXTH FORM NEWS**

We send a regular fortnightly newsletter via email to all students and parents/carers. This contains information such as diary dates, 6th Form news items and important reminders.