



# HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 067

04 November 2025

Dear Parent/Carer,

As you are aware, the coming months are crucial if your child is to reach, and hopefully exceed, their potential next summer. In addition to the ongoing work being done in their lessons and through our tutor time programme to support them, Year 11 have already benefited from the excellent Learning Performance workshop in September and are engaging really positively in our comprehensive 'Steps to Success' programme. They are now embarking on their November mock period with the opportunity to put into practice the revision and examination skills and techniques they have been taught to date.

Our 'Passport to the Prom' which helps our students to focus on three clear criteria was launched with Year 11 in the week prior to the October half-term and will also help them on their important GCSE journey. The Prom is a highlight of Year 11 for our students and an important rite of passage for those wishing to attend. This academic year, the Prom will take place on **Tuesday 30th June at Offley Place**. There is, however, no automatic right to attend Prom and students must complete their passport to be eligible to purchase a ticket and attend.

## Criteria 1: Behaviour for Learning Record

In line with our Behaviour for Learning policy, trips are a privilege. Therefore, for a student to participate in the Prom, their Behaviour for Learning record between November and the date of the Prom must reflect a positive engagement with learning, our school values and our Charter of Kindness and Respect.

Any student who receives a suspension between November and the date of the Prom will not be allowed to attend. Should a student receive a suspension after the trip has been paid for, they will not be eligible for a refund.

## Criteria 2: Attendance record

Every lesson missed has a direct impact on gaps in student knowledge, and filling those gaps retrospectively isn't always easy. We appreciate all the efforts from parents/carers who support excellent attendance and thank you for everything you are already doing.

The expectation is that students will achieve at least 95% attendance from November 2025 - May 2026. We do recognise that for some students there may be extenuating circumstances related to their attendance at school. Should this be the case, reasonable adjustments to criteria 1 will be discussed and agreed with Mrs Hone and Mrs Tarbutton.



### **Review dates**

Both Behaviour for Learning and attendance records will be under regular review and there will be four key review points for both criteria 1 and 2.

- Friday 12th December 2025
- Friday 6th February 2026
- Friday 20th March 2026
- Friday 8th May 2026

Should a student be at risk of losing their place at the Prom, they will be notified by their Form Tutor/Head of Year and a letter will be sent home to inform parents/carers. Students will then need to show a significant improvement in their behaviour for learning and/or attendance record in order to keep their place at the Prom.

### **Criteria 3: Engagement with the 'Steps to Success' programme**

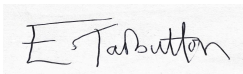
Our Steps to Success Programme has been running since your child was in Year 10

In order to meet this criteria students need to:

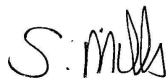
- Attend at least 6 revision sessions between 6 January 2026 and 13 February 2026 (yellow card)
- Attend at least 6 revision sessions between 23 February 2026 to 02 April 2026 (blue card)
- Meet all NEA deadlines in subjects that they are taking - failure to do this will significantly jeopardise their achievement in a subject.
- Fully engage with all Steps to Success sessions, tasks in tutor time and Careers and Finance lessons
- Return all school equipment to the relevant teachers by Founders' Day at the very latest (ideally after their last exam in a subject in May and June)

By working together we can ensure all students maximise their potential and make the best progress possible. Little and often needs to be our shared mantra and is the best possible way to ensure that your child is prepared and ready to tackle the challenges of the busy months ahead. Thank you in advance for working with us in partnership to support your child. We look forward to celebrating their achievements with you all next summer.

Yours faithfully,



Mrs B Tarbutton  
Head of Year 11



Mrs S Mills  
Assistant Headteacher  
Behaviour Lead