

# SOUTHEND HIGH SCHOOL FOR BOYS

## ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG  
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Mrs R V Worth



October 2025

Dear Parents and Carers,

It has been an absolute delight to welcome Year 13 back to school. They have had an excellent start to the school year and have quickly settled back into the swing of things. This half term the pastoral theme has been 'Refocus', and our tutor programme has been designed to help students re-establish good habits. It is great to see them in their roles as prefects, new leaders of societies, and generally acting as excellent role models for our younger students, particularly our new Year 12 cohort.

We have a very busy autumn term, with students writing their personal statements, teachers preparing references, and even some interviews beginning for degree apprenticeship students. Students have been given all the information they need for their post-18 options, but just to clarify:

### UCAS route

- Completed Pre-UCAS forms should be handed in to **Mrs Hamilton by 14th November**, with students' five university choices confirmed (this was 23rd September for early entry students).
- Predicted grades have now been issued and should assist students in making their final decisions. We recommend that students apply to a balanced range of universities - including aspirational, solid, and safe options.
- Students should also aim to have their personal statements uploaded onto Unifrog by this date, enabling teachers to review them when writing references. Drafts can be shared in advance with a teacher, form tutor, Mrs Hamilton, Mr Sweeting, or myself for feedback. Additional guidance on personal statements can be found on Unifrog or in this guide: [Personal Statement Mindmap](#).
- All students began their online UCAS applications during the summer term. They can now add their AS Level results, A Level predicted grades (marked as *pending*), and personal statements (once completed) to ensure their applications are ready for the school's '**pay & send**' deadline of **5th December** (this was 3rd October for early entry students).
- This timeline allows a few weeks for Mrs Hamilton and me to review every application carefully, ensuring we meet the official UCAS deadline in January.

### Job/Apprenticeship route:

- Students interested in apprenticeships do not have fixed deadlines, as vacancies are advertised throughout the year. However, students are encouraged to begin their search now.
- Before the summer, students had the opportunity to take part in a mock assessment centre, providing valuable insight into the recruitment process.
- Students can also use the apprenticeship search tool on Unifrog, and the following website is also a useful resource: [Apprenticeships.gov.uk](#).



- Additional guidance can be found here:
  - [How to Help Your Child Apply for an Apprenticeship](#)
  - <https://www.amazingapprenticeships.com/zones/parent/>

We recognise how important parental support is as students make decisions about their futures. If you have any questions regarding the UCAS process, apprenticeships, or employment applications, please contact us by phone or email Mrs Hamilton, our Post-18 Student Adviser, at [ceh@shsb.org.uk](mailto:ceh@shsb.org.uk).

Next half term, our focus will be 'Understanding Others', supporting students as they prepare for life beyond the Sixth Form. The Year 13 PSHE programme will cover a range of practical and personal development topics, including safe driving, CV writing and job applications, managing bills and finances, independent living, relationships and consent, workload management, stress and mental health, and emergency response.

Please remember that the full school calendar is available on the school website, but here are some key upcoming dates to note:

- **Friday 14<sup>th</sup> November:** Pre-UCAS form deadline
- **Friday 5<sup>th</sup> December:** School UCAS Pay & Send deadline
- **Monday 8<sup>th</sup> December:** Year 13 Parents' Evening (online – letter to follow)
- **Friday 19<sup>th</sup> December:** Last day of autumn term; students finish around 12.30pm
- **Monday 5<sup>th</sup> January:** Students return to school and Year 13 Mock Exam Week
- **Tuesday 24<sup>th</sup> February:** Year 13 Student Finance Presentation (virtual – letter to follow)

Finally, just a few reminders about some of our expectations:

- Students are only permitted to wear black V-neck school jumpers, no hoodies please.
- All students are expected to arrive by 8:30am, even if they have a free period. If they do not have a lesson, they must sign in to ensure they are registered.
- Any student arriving after 8:30am must sign in at the main school office with our attendance officer. This is also where they need to sign out if leaving school for an appointment.
- All absences must be reported by a parent and can be emailed to [attendance@shsb.org.uk](mailto:attendance@shsb.org.uk).
- Attendance is more important than ever this year. Please try to avoid booking medical appointments during the school day where possible. Absences for holidays during term time cannot be authorised.
- Lateness is closely monitored, and students will receive a detention to make up for lost time. If your son or daughter is late due to circumstances beyond their control, please inform their year leader Mr Sweeting ([dms@shsb.org.uk](mailto:dms@shsb.org.uk)).
- Students are not authorised time off for driving lessons or theory tests, only for the practical driving test.
- You can also monitor attendance, punctuality and behaviour points through Go4Schools.

Yours faithfully,



Mrs L. Ryan  
 Head of Sixth Form  
 Southend High School for Boys