



Southend High School for Girls

An Academy Grammar School

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE

1st June 2020

Dear Parent/Carer

Post 18 Options

During last half term, your daughter/son received a series of weekly Post 18 Insight sessions designed to help them explore their options after Sixth Form. The sessions would usually have taken place in school, however due to the current circumstances, we have had to move these online.

The sessions covered Post 18 options on:

- University
- Apprenticeships and employment
- Gap years
- Conservatoire applications
- SHSG Alumni experiences

UCAS application

Our Post 18 Insight sessions culminate in all students registering with UCAS and starting their application to study at university. Your daughter/son has today been emailed a step-by-step guide on how to complete their UCAS application. I have also attached this for your reference.

We would ask that all students complete some aspects of the UCAS application, even if they do not intend on progressing to university. It is a lengthy document to complete, and we want to ensure that by completing the form now, any student who may decide to make a last-minute application is not delayed in doing so.

Support – UCAS application

Along with the information we have already distributed, your daughter/son will also receive personalised support from their Form Tutor in completing their UCAS application.

Form Tutors can review the progress of your daughter/son's UCAS application and will do so regularly to ensure they are meeting our internal deadlines. All students must have entered the following factual information on their application **by 26th June**:

Telephone: 01702 588852

Email: office@shsg.org Web: www.shsg.org

Registered in England Company No: 07487455

Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust



- Personal details
- Additional information
- Student finance
- Education

Support – Personal Statement

Your daughter/son's Form Tutor will also provide personalised feedback on their Personal Statement, which is often the most daunting part of completing the UCAS application. Guidance on how to start and complete a personal statement was detailed in the University Post 18 Insight session.

Your daughter/son should forward the first draft of their personal statement to their Form Tutor via email **by 26th June**. Their Form Tutor will then provide feedback either by email, by phone call or by a virtual meeting on Microsoft Teams or Zoom. Form Tutors will coordinate the method of feedback with their tutees.

If the feedback is to be given by a meeting on Microsoft Teams or Zoom, we will require parental/carer consent in advance of this meeting via an email to their daughter/son's Form Tutor.

Support – UCAS

UCAS provide some support for parents/carers on their website about the application process. You can access this via <https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

Support – Universities

Due to the Covid-19 restrictions, many universities are providing Open Days, virtual tours, and activities for students to attend online. We are posting a number of these events on our 'Post 18 Virtual Notice Board', which you can find by clicking on the following link <https://www.shsg.org/page/?title=Post%2D18+Insight&pid=275>

If you have any questions regarding this letter or the UCAS process, please do not hesitate to contact your daughter/son's Form Tutor, Mr Barnett (Head of Year 12) or me.

I wish you and your families well at this time.

Yours sincerely,



Miss H Riebold
Assistant Headteacher
Director of Sixth Form

Telephone: 01702 588852

Email: office@shsg.org Web: www.shsg.org

Registered in England Company No: 07487455

Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust