

Our Ref: NMO

Thursday 4th September 2025

Dear Parent/Guardian,

Re: Sixth Form Team & Contact Details

A very warm welcome back to our Year 13 students, and an equally warm welcome to our new Year 12 students joining The Duston School Sixth Form. I am writing to introduce the Sixth Form team and share some key information about the arrangements for the upcoming term.

Please find below the key members of our Sixth Form team and their contact information:

Mrs N Montagu – Vice Principal KS5 & Head of Sixth Form

- nmontagu@thedustonschool.org

Mr N Floyer – Head of Year 12

- nfloyer@thedustonschool.org

Miss B Griffiths – Head of Year 13

- bgriffiths@thedustonschool.org

Mrs G Martin – Head of Year 13

- gmartin@thedustonschool.org

Mrs T Ward – Assistant Head of Year

- tward@thedustonschool.org

Mrs D Jefferson – Sixth Form Study Manager & KS5 Attendance Lead

- djefferson@thedustonschool.org

We also have a dedicated Sixth Form phone line, accessible via the options board when calling the school. This will connect you directly to a member of the Sixth Form team.

Tutor Support

In addition to the staff listed above, each student is supported by a form tutor. Tutors will be reaching out over the next couple of weeks to introduce themselves. They should be your first point of contact for any day-to-day queries or concerns.

Attendance

Student absences should be reported via Class Charts, in line with the whole-school attendance procedures. Full details can be found here:

<https://www.thedustonschool.org/page/?title=Attendance&pid=629>

Baseline Assessments & Progress Reporting

During the first half term, all Year 12 and Year 13 students will complete baseline assessments in each of their subjects. These assessments help us identify where additional

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support or intervention may be needed. If any concerns arise, a subject teacher or member of the Sixth Form team will contact you directly.

The first progress report will be shared with parents and guardians during the week commencing 17th November.

If you have any questions or concerns, please don't hesitate to get in touch. We look forward to working closely with you and supporting your child throughout the academic year.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'N Montagu', written over a faint horizontal line.

Mrs N Montagu
Vice Principal KS5
Head of Sixth Form