



SIXTH FORM GUIDEBOOK

FOR

STUDENTS, PARENTS AND STAFF

September 2019

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INTRODUCTION

We hope that your son or daughter is settling into Sixth Form life and have established their daily routine. Students had an induction on their first day to familiarise them with student life and our expectations. Whilst the ethos in the Sixth Form is to grant students more freedom and privileges than in lower school, we do require them to behave responsibly and attend **ALL** lessons, morning registration, timetabled study sessions, work experience placements, tutor time, mentoring meetings and participate in enrichment activities.

This Guide has been created to support students, parents and staff over the next two years with important information you should need to know. Other letters and communication will also be sent out from time to time. Another good point of reference is our Sixth Form web page which has details of any current letters and other relevant key documents: www.jmhs.hereford.sch.uk

HOW TO CONTACT US

If you should have any query or concern about your son or daughter at any time, you should speak to their Tutor in the first instance (see covering letter for contact details). In some circumstances it may be necessary to contact a member of the Sixth Form Leadership Team and contact information is listed below:

Mr Hawksworth, Head of Sixth Form	01531 638452	mark.hawksworth@jmhs.hereford.sch.uk
Ms Mason, Head of Y12	01531 638451	jessica.mason@jmhs.hereford.sch.uk
Mrs Law, Head of Y13	01531 638451	maria.law@jmhs.hereford.sch.uk
Mrs French, Sixth Form Support Officer	01531 638451	rebecca.french@jmhs.hereford.sch.uk

A full list of Sixth Form staff is shown as Appendix A and they can be contacted on 01531 631012.

EMAIL CONTACT; SIMS PARENT and Epraise for PARENTS/CARERS

It is important that whilst your son or daughter studies at the Sixth Form we are able to communicate effectively with parents; past experience has shown that early contact is essential in supporting students. SIMS Parent is a system we use to manage students' details. Parents/carers are able to update information directly via an App you can download onto your device or on the website. Instructions are provided on the school's website. ParentApp invitations will be sent to parents who are currently not signed up on Monday 23 September.

Epraise provides students with details of individual homework issued by teachers. It also provides attendance data. In order for parents to access epraise, we would ask you to let the school know if your email address has changed since you last provided us with your email contact details via data@jmhs.hereford.sch.uk Without an up to date email address stored on the school system parents will not be able to access epraise. The email addresses will be kept securely and confidentially and will be used solely by the school; they will not be passed on to any third party organisations.

If you have any queries or need any help registering for or using SIMS Parent or epraise, please contact the data team on data@jmhs.hereford.sch.uk

STUDENT AGREEMENT

This clearly lays out the expectations of the student during their time at Sixth Form. Students have been given a copy and asked to accept the Agreement by signing and returning. A copy of the Agreement is shown as Appendix B.

KEY DATES

A list of key dates for the Sixth Form is shown as Appendix C. These are continually updated and a copy placed on the Sixth Form web page on the website: www.jmhs.hereford.sch.uk

ARRIVING AND LEAVING SCHOOL SITE

Prompt attendance is required for morning registration by 8.50am. After the first half term, Y12 students who demonstrate reliable records of attendance and excellent attitudes to learning, will be allowed to go off-site during

the day when they have study periods. Crucially ALL students must sign in and out of the school site in the Sixth Form Centre. Students who fail to do this will have this privilege withdrawn.

FIRE EVACUATION PROCEDURES

In the event of a fire evacuation, students should leave the building they are in by the nearest designated exits. Under no circumstances should anyone attempt a short cut through the school. It is important that everyone moves quickly and quietly to the appropriate place. Students should line up on the Lower Tennis Courts adjacent to the Sixth Form in their assigned Tutor groups. A register will be taken by members of staff present. Students must not re-enter any buildings until authorised to do so by a member of staff.

TIMINGS OF THE SCHOOL DAY

am reg	08.50 – 08.55
P1	08.55 – 09.55
P2	09.55 – 10.55
Brunch	10.55 – 11.15
P3	11.15 – 12.10
P4	12.10 – 1.10*
Lunch	1.10 – 1.50
pm reg	1.50 – 2.15 (<i>tutor sessions</i>) – <i>Monday only</i>
P5	2.15 – 3.15

**On Wednesdays, Sixth Form lessons will end after P4 for Enrichment activities.*

SCHOOL YEAR 2019-20

Please see Appendix D.

PHOTOGRAPHS

Group formal and informal photographs are taken of Y12 students on their first day of term and these will be available to purchase subsequently. From time to time we may wish to take photographs of activities that involve your son/daughter. These photographs may be used for displays, publications and on a website by us, Herefordshire Council or local newspapers. Photography or filming will only take place with the permission of the Head of Sixth Form and under appropriate supervision. Parents of students who attended JMHS in the lower school will have already notified consent. Those students who are new to the school will be asked to sign a copy of the Consent Form. If you wish to withdraw consent, please contact Mrs French, rebecca.french@jmhs.hereford.sch.uk.

DRESS CODE (SIXTH FORM ONLY)

Whilst students are not required to wear uniform in the Sixth Form, but we do require students to comply with the following:

- No clothes with offensive slogans or pictures
- No styles that are too extreme or revealing
- No caps, hats or headphones in lessons
- Any piercings should be unobtrusive
- No extreme hairstyles (this includes unnaturally coloured hair)

MOBILE PHONES (SIXTH FORM ONLY)

Students should have their mobile phones switched off or on silent mode during lessons and should not have them visible. Outside of lessons mobile phones are restricted to be used in the Sixth Form Common Room, Community Lounge or offsite.

SMOKING/VAPING

Students are not permitted to smoke or vape anywhere on the school site.

FACILITIES

The Common Room is well equipped with a flat screen TV, WI-FI connection, pool table and a football table for students to use. For added security and safeguarding of students, CCTV cameras have also been installed in both the Common Room and rear entrance of the Sixth Form Centre.

The Private Study room has over 30 computers with broadband access and is supervised for quiet study time. Sixth Formers are therefore expected to set a good example with a high standard of self-discipline by working silently and alone in the main Library area. A number of free rooms in the Sixth Form Centre are available each period. This is to allow for collaborative work not suited to the silent atmosphere of the Library. Please see the list in the Common Room.

The kitchen has a kettle, water cooler, a fridge, microwave and toaster. Students are welcome to use the facilities but request they always leave the kitchen in a tidy and clean state.

As in lower school, students can either bring their own food to consume or purchase food from the main school dining room or community lounge during brunch and lunchtimes. NB: *Cash is no longer accepted in the dining room and ParentPay is the preferred option. For information on how parents can pay for school meals, trips and events please follow this link: <http://www.jmhs.hereford.sch.uk/parent-pay/>*

NUMBER OF TIMETABLED HOURS

In addition to four hours per subject, students will also be required to attend a study period for each of their chosen subjects which will be timetabled by the Faculty and a room allocated for independent study. These sessions are all compulsory and are included in a student's attendance figures.

Other compulsory timetabled sessions will include: morning registration, Tutor group meetings, mentoring and an enrichment session on a Wednesday afternoon.

IF LESSONS ARE CANCELLED

To minimise disruption, should a member of staff be absent, we will always endeavour to cover the lesson with a specialist teacher. However, if this is not possible, students will be registered and sent work by email to undertake in the Private Study room, which is supervised.

CHANGING COURSES

If a student decides they no longer wish to continue with a subject or want to transfer to another, they must complete a Course Change form. This allows a proper consultation process and must be signed off by their subject teacher, parent and the Head of Sixth Form. The completed form should be passed to the Student Support Officer for processing. NB: The deadline for course changes is **23 September 2019** and students will not be permitted to drop subjects thereafter (unless they are transferring between courses).

BUS PASSES – POST-16

For a post-16 bus pass you will need to apply to the Council where your household council tax is paid to. For Herefordshire Council, if you meet the eligibility conditions you can apply for a subsidised bus pass online: <https://www.herefordshire.gov.uk/info/200187/public-transport/166/school-and-college-transport/2>. The subsidised fees for 2019-20 are £810, split into three termly payments and a pro-rata charge is made when not paying for all three terms: Please email schooltransport@herefordshire.gov.uk if you should have a query.

BICYCLES, SKATEBOARDS OR SCOOTERS

For safety reasons, these should not be ridden anywhere on the school site and should be pushed or carried.

PARKING PERMIT

Students may only park a car or motorcycle in school with a valid permit, obtained from the Sixth Form Office. Students will need to provide a photocopy of their driving licence and a valid certificate of insurance. Please be aware that parking space is extremely limited and priority will be given to students with a greater distance to travel, and we encourage lift sharing. Due to the obvious health and safety implications there are rules concerning driving

on the school site that are discussed upon issue of the permit. Failure to adhere to these rules will see the permit withdrawn.

16-19 BURSARY

Schools, colleges and training providers have been allocated funds by the Government to help students studying or starting a full-time course who might encounter difficulties with meeting any costs associated with their studies. This could be to assist with travel to school, books and even payments towards school trips. All applications are assessed on an individual basis according to need, and supporting information about income will be required. The fund is administered by the Sixth Form Pastoral Team which deals with all cases in a confidential manner. There are two types of bursary:

1.	<p>Vulnerable Bursary (Application A)</p> <p>Students who meet the following criteria are eligible to receive up to £1,200 a year:</p> <ul style="list-style-type: none"> a. in care; b. care leaver; c. receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or a partner; d. receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right. <p>You will need to provide written evidence from your Local Authority or your care status and/or evidence of the above benefits.</p> <p>If you wish to apply, applications with supporting evidence need to be received by no later than Friday 20 September 2019.</p>
2.	<p>Discretionary Bursary (Application B)</p> <p>Awards are made by the Sixth Form to young people in ways that best fit their needs and circumstances. Bursary awards are targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.</p> <p>A financial assessment is necessary and you will need to provide evidence of total household income, which may for example include: Payslips (last 3 months or 4 weekly) or P60 from 2018-2019; Employment Support Allowance; Tax Credit documentation; Pension; Universal Credit documentation; Other means-tested benefit.</p> <p>If you wish to apply for a discretionary bursary, applications need to be submitted with supporting evidence as soon as possible.</p>

Application forms and guidance on how students can apply for either a full or discretionary bursary are available on the school's website www.jmhs.hereford.sch.uk or from Mrs French 01531 638451.

FREE SCHOOL MEALS

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the institution where they are enrolled. Further guidance is available on the school's website www.jmhs.hereford.sch.uk or from Mrs French: 01531 638451.

ATTENDANCE & ABSENCE PROCEDURE

Students are expected to maintain attendance of at least 96% and their attendance is recorded by teaching staff at the start of lessons. It is important to arrive at school and to all lessons promptly and ready to work. Attendance is monitored by the Sixth Form Leadership team and any absence where no reason has yet been given will be investigated. Students' absence will be closely monitored by the Subject Teacher and Tutor who will intervene and make contact with home if required. Any student who is persistently absent will be referred to the Head of Year or Head of Sixth Form to arrange a meeting with parents to discuss a resolution and the way forward.

- If a student is absent, either the student or parent are asked to contact the Student Support Officer on 01531 638451 the same day to give a reason for the absence
- If a student knows of any dates in advance when they will be absent (university open days, medical appointments, etc) they should advise their teachers and the Student Support Officer and arrange to catch up with any missed work
- In line with the rest of the school, holidays in term time will not be authorised. Any requests for holiday absence should be directed to the Head of Sixth Form; forms are available from the Student Support Officer.

If a student feels unwell during the school day they should speak to a member of staff before leaving the school site. Staff can then contact a parent/carer to keep them informed and make a decision about whether the student is permitted to leave school site or if they need to be collected by parent/carer.

As students have a number of free periods, all medical appointments, driving lessons and paid work should be arranged outside of lesson time as far as is practicable.

EXPECTED BEHAVIOUR

As senior members of the school community, students are expected to work hard and be good role models for other students at all times. If a student's behaviour is deemed unacceptable at any time an escalating procedure is followed by the Tutor and Head of Year depending on the nature of the incident or if the student's behaviour does not improve.

All students are asked to sign a 'Student Agreement' which clearly lays out our expectations and standards. The Tutor will monitor each student in line with concerns raised at any time for behaviour, attendance and performance and then if required set targets for the student to improve. If no improvement is made then the Tutor will refer the matter to the Head of Year who will arrange a meeting with parents to discuss concerns; if there is still no improvement, ultimately it may be necessary to refer to the Head of Sixth Form who will arrange a meeting with parents to agree a plan of action and discuss the way forward.

COMMUNICATION WITH STUDENTS

As young adults, students are communicated with in a number of ways and it is therefore essential that students take responsibility for their own learning and ensure they check their school email on a daily basis, as well as checking the following information points on a regular basis.

Screen in lobby

Whiteboard in Common Room

Noticeboards

Tutor time/am registration

A directory of resources has been created for students to use which can be accessed through the Shared Area: [W:\Sixth Form\Subjects](#). Students need to familiarise themselves with this area as any documentation for subjects or other useful resources will be saved here.

TUTORING

Students have been assigned an Academic Tutor and Tutor Group and are required to attend tutorial and mentoring sessions as arranged by their Tutor. These sessions will usually be during afternoon registration (1.50pm – 2.15pm) and are crucial in supporting students with their academic learning, target setting, organisation and personal development. Tutors will also be responsible for writing references for post-18 applications.

PROGRESS CHECKS AND REPORTS Y12

Progress Checks	18 November 2019; 13 January 2020; 9 March 2020
Reports	8 June 2020
Parents Evening	30 January 2020
Y12 UCAS Prediction Exams	21-29 April 2020

TARGET GRADES

The Sixth Form uses value added analysis from Oxford Analytics which measures progress from GCSEs to Advanced Level courses. This data can be evaluative and retrospective and can be sub-divided to consider such things as male/female performance and the results of individual departments. Upon entry into the Sixth Form, an average GCSE score per student can be calculated and the figure can determine the expected score at 'A' level using Oxford Analytics predictions. These grades will then be used as a benchmark to monitor progress along with aspirational targets which are set by the teacher and agreed with students.

USE OF PRIVATE STUDY

In order to be successful on their chosen A-level courses, students will generally be expected to undertake approximately 4-6 hours of study (per subject) per week outside of timetabled lessons. Students are actively encouraged to use the Private Study room or allocated free rooms during their study periods to facilitate this. In addition to this independent study, one hour (per subject) will be timetabled and completed in a room nominated by the Faculty and these sessions are compulsory.

EMPLOYMENT

The maximum number of recommended hours a student should undertake paid employment is 10 hours per week outside the hours of 9am – 3.15pm. This is the absolute maximum and to exceed this is likely to harm and compromise the progress of the student's studies.

EXAMINATIONS

Under normal circumstances no external AS examinations will be taken at the end of Y12; instead challenging internal prediction exams will occur in each subject over ten days in April (21-29 April 2020). This will give students an accurate assessment of the level they are working at and will be used by staff when predicting grades and writing university and apprenticeship references. They are therefore referred to as 'UCAS Prediction Exams'.

For exam information, please check our website www.jmhs.hereford.sch.uk or contact our exams officer through admin@jmhs.hereford.sch.uk

Results days

<http://www.jmhs.hereford.sch.uk/parents-information/exam-dates/>

- Thursday 13 August 2020 for GCE Summer 2020 series
- Thursday 20 August 2020 for GCSE Summer 2020 series

STUDY LEAVE

Students are not granted generic study leave but time to study prior to examinations is negotiated and tailored to meet the needs of each individual student in consultation with teaching staff, mentors and Heads of Year. Y13 students will attend revision sessions and will leave after their last exam and/or when they have received confirmation from their teacher that they have completed all their BTEC or Cambridge Technicals coursework to the required standard.

EXTENDED PROJECTS

Y12 will be given the opportunity to complete an Extended Project which can be a practical project with a 1,000 word essay or a straight research essay of 4,000 – 5,000 words. For either option students also need to complete a project log and deliver a presentation on their research area.

Students will have a group taught element to equip them with the necessary skills to successfully complete their projects and will be assigned a supervisor who supports students with the EPQ process.

The benefits of doing an Extended Project are:

- It is equivalent to half an A-level – so extra points
- Students are able to write about their EPQ in their personal statement or CV
- It allows students to talk convincingly at interview about the choices they are making for university or careers
- Students learn study skills crucial for success at university

If students have any questions then please see Mrs Law.

HIGHER EDUCATION PROGRAMMES

In Y12 more able students are offered the chance to participate in two parallel programmes to realise their potential to win places at the highest ranked and most competitive universities.

- The 'Early Applicant' Programme is designed for those considering applications to the universities of Oxford or Cambridge or for other competitive 'early applicant' courses (including Medicine, Dentistry and Veterinary Science with students being offered dedicated advice and support.
- The 'HE+ Programme' is run by Cambridge University in partnership with a select group of maintained sector sixth forms. The purpose of this initiative is to increase student aspiration and encourage applications to competitive universities; the programme provides extension lessons, master classes and specialist advice on competitive entry university applications. There is also a limited number of places on a two day visit to Christ's College, Cambridge to experience master classes delivered by current Professors.

CONSENT FOR OFFSITE VISITS

In order to reduce the administrative pressure on parents/carers the Sixth Form will obtain only one medical consent form per student which will cover all normal school activities, challenge days, visits to Ledbury, after-school clubs and sports fixtures for the duration of their Sixth Form studies. It will not cover overseas trips, where more detailed information is required. By completing this form you will be giving medical consent for your son or daughter whilst they are off-site and in our care. Before any visit (apart from sports fixtures and after-school clubs), a member of staff will write to you, outlining the details of the visit. At the bottom of the letter will be an option for you to withdraw your son or daughter from the visit if you do not wish them to attend. It is parents/carers responsibility to ensure the medical information is accurate in the first instance and **should it change** inform the school so we can update our records. If the school does not receive a medical consent form then your son or daughter will not be able to go on the planned offsite trip.

ENRICHMENT

There are no lessons timetabled on Wednesday P5 to allow students to be involved in enrichment activities which include Team Sports, Fusion Performing Arts Group, Volunteering, Duke of Edinburgh Award, Sixth Form Newsletter Team, Strong Young Minds, First Aid and other activities in response to student demand. Fixtures for Football, Rugby, Netball and Mixed Basketball will also take place on Wednesday afternoon. The Private Study is available for students to use but the Common Room is closed from 2.15pm to encourage students to participate in an activity.

STUDENT VOICE

Students have the joint responsibility for running and Chairing the Student Voice with support from the Head Students and other volunteers. These students form the Student Voice and with the guidance from the Sixth Form Leadership team will meet regularly to organise social and charity events for the Sixth Form to ensure inclusivity of all students.

LEADERSHIP OPPORTUNITIES

There are many opportunities for the students to get involved in at John Masefield Sixth Form. Every year a group of Year 13 students are selected to promote and run various initiatives. This gives the Year 13 students invaluable leadership opportunities and enables them to promote schemes that all students can get involved in. Some examples of initiatives this year are the students volunteering to assist in lower school lessons, Charity (including Amnesty International), Student Voice, Strong Young Minds, Student Newsletter and Sports Captains.

COMMUNITY LINKS

Students are actively encouraged to support lower school by undertaking a variety of roles. These include: representing the Sixth Form at Open Evenings and becoming Learning Support Assistants. As well as promoting a positive image for lower school students, it can also provide valuable experience for students to quote on their university and job applications.

All students who do either voluntary or paid work in lessons will need to have a formal training session in September along with safeguarding training and a satisfactory DBS check completed before they are allowed to commence work.

CAREERS / HIGHER EDUCATION

There is ongoing tutor support throughout the Sixth Form with choosing a career path and making applications to Universities, apprenticeships and employment. A programme of visiting speakers include: higher education providers on degree course study, opportunities and challenge; working options on employment in a range of sectors and guidance with skills required; Hereford and Worcester group training on apprenticeships, and presentations from local apprenticeship and employment providers. In the summer term, a presentation is planned for Y12 students considering Higher Education on the university application process and outside speakers are invited to present to students. On the same day there will also be a talk from a careers advisor on apprenticeships with general career guidance. Following these presentations students attend a workshop to help draft their personal statements for university or CVs for employment.

LEAVING PROCEDURE

If a student decides to leave before the natural completion of their studies, they are required to notify their Tutor and Head of Year and attend an exit interview with the Head of Sixth Form who will offer support, guidance and ascertain what the reasons are for leaving. Students will need to complete a Leavers' form and return all text books and locker keys.

NUS CARD

Students can apply on-line for a NUS card which gives discounts at a number of stores. Full details can be found on their website: www.nus.org.uk

STUDENT SUPPORT AND SAFEGUARDING

For students who are having difficulties, there is an extensive support structure in place. In addition to a student's mentor and the Sixth Form Leadership Team, there is a weekly dedicated Sixth Form clinic run by an experienced local GP to support students' health and wellbeing.

The school's designated safeguarding lead is Mr Andy Williams and the deputy designated safeguarding lead is Mr Dean Wyatt. A copy of the school's Safeguarding and Child Protection Policy is available on the school's website and from the school on request.

SPECIAL EDUCATIONAL NEEDS

In the Sixth Form, all student special needs are addressed in close liaison between the school Special Educational Needs Co-ordinator and Heads of Year 12/13 to ensure the student receives the support they require.

If a student or parent has a concern over dyslexia or any other specific learning need, they should contact Ms Mason or Mrs Law or as soon as possible to make suitable arrangements for testing; they can be contacted on 01531 638451 or by email jessica.mason@jmhs.hereford.sch.uk or maria.law@jmhs.hereford.sch.uk.

APPENDICES

SIXTH FORM TEACHERS AND TUTORS - 2019-20

Teacher	Subject	Teacher	Subject
Teague, Mrs	Accounting	Vickers, Mrs	Photography
Stevenson, Mr	Art	Crossley, Mr	Physics
Clayton, Ms	Biology	Williams-Hewitt, Ms	Physics
Raggett, Ms	Biology	Law, Mrs	Psychology
Rosoman, Mrs	Business		
Teague, Mrs	Business		
Parker, Mrs	Chemistry	Tutors	
Osbourn, Mr	Chemistry	Ms Whitton	
Price, Mr	Computing	Miss Mason	
Goodall, Mrs	Dance	Mr Bullock	
Punt, Ms	Drama		
Kyle, Mrs	Drama		
Drumgold, Ms	English Literature		
Newnes, Miss	English Literature		
Escande, Ms	French		
Trezeux, Miss	French	Heads of Year	
Bullock, Mr	Further Maths		
Doughty-Cook, Mrs	Geography	Miss Mason Y12	
Wild, Ms	Geography	Mrs Law Y13	
Piva, Ms	German		
Whitton, Mrs	German	Head of Sixth Form	
Law, Mrs	Health & Social Care		
Punt, Ms	Health & Social Care	Mr Hawksworth	
Roberts, Mr	Health & Social Care		
Mason, Miss	History		
Ward, Mr	History		
Price, Mr	ICT		
Laidler, Mrs	Maths		
Loveridge, Miss	Maths		
Teague, Mrs	Maths Core		
Savage, Mrs	Music		
Dix, Miss	PE		
Hawksworth, Mr	PE		
Kontarines, Mr	PE		
Wyatt, Mr	PE		